



**BOARD MEETING**  
**Tuesday 15 October 2024**  
**11.00 - 15.00**

**Westminster Kingsway College - Victoria Centre**  
**76 Vincent Square, London SW1P 2PD**

**Chair: Robert Caudwell**

**Tea/Coffee will be available from 10.30**

**AGENDA**

<b>Item</b>	<b>Lead</b>	<b>Time</b>
1. Welcome a. Welcome – guests/new members (P Richardson) b. Apologies for absence	R Caudwell	11.00
2. Declarations of interest a. General b. Annual Director declarations ( <i>see form attached</i> )	R Caudwell	11.05
3. Minutes of Board Meeting ( <i>Attached: draft minutes of meeting 02.07.2024 for approval</i> )	R Caudwell	
4. Matters arising	R Caudwell	
<b>ADA Administration &amp; Operation</b>		
5. ADA Advisory Committee Report ( <i>Attached: draft minutes of meeting 25.09.2024</i> )	T Farr	11.10
6. Finances ( <i>Attached papers for items a. to e. cover period to 31.08.2024</i> ) a. Finance Report b. Bank Account Balance c. Income & Expenditure d. Balance sheet e. Debtors f. Preliminary budgets and subscription fees for 2025-27 ( <i>Attached: budget options and projections for 2025-2027</i> ) ( <i>Attached: membership fee projections for 2025</i> ) g. Future structure of membership fees ( <i>Attached: Briefing on upcoming challenges to existing membership fees structure</i> )	I Thomson	11.20

Item	Lead	Time
7. Communication and events		11.40
a. All Party Parliamentary Group (APPG) for Sustainable Flood & Drought Management <i>(verbal update on meeting of 09.10.2024)</i>	I Thomson	
b. ADA activities post-election <i>(Attached: Briefing on recent ADA activities)</i>	I Moodie	
c. EUWMA Meetings 2024 <i>(Attached: Reports from EUWMA Mid-Term 22-23.07.2024 and Annual Meeting 09-10.09.2024)</i>	R Caudwell	
d. Annual IDB Senior Officers Meeting - 12 November 2024 <i>(Attached: Draft agenda – Board opinions sought on possible key subjects for discussion)</i>	I Moodie	
e. ADA Flood & Water Conference – 13 November 2024 <i>(Attached: Conference budget and agenda)</i>	I Moodie	
f. ADA AGM – 03 December 2024	I Thomson	
g. Planning ahead for 2025 <i>(verbal update and discussion)</i>		
8. Business Planning		12.00
a. Company Secretary and Director updates	P Bateson	
b. Future working with ASA	I Thomson	
c. Employment of ADA Membership Officer <i>(Attached: Job specification)</i>	I Moodie	
d. Process for recruiting new ADA Chair <i>(Attached: Draft invitation &amp; timeline for recruitment)</i>	I Thomson	
e. Future ADA Business Plan	T Farr	
f. Staff terms & conditions - <b>CONFIDENTIAL ADA staff to withdraw from meeting</b> <i>(To follow: Report - for decision)</i>	T Farr	
<b>LUNCH BREAK</b>		<b>12:45</b>
Light lunch will be provided & valedictory presentation to Keith Casswell on retirement as Director for ADA Lincolnshire Branch.		
<b>Policy &amp; Strategy</b>		
9. ADA Policy Committee Report <i>(To follow: draft minutes of meeting 11.09.2024)</i>	E Johnson	13.30
10. Spending Review 2024 <i>To discuss the emerging considerations and impacts for flood risk management authorities (e.g. future revenue maintenance budgets, PSCAs, higher land water contributions, emergency recovery support).</i>	I Thomson / I Hodge	13.45
11. National Strategic updates		14.15
a. Defra	C Tidmarsh	
b. Environment Agency	I Hodge	

Item	Lead	Time
12. ADA policy and technical activities		14.30
a. IDB Storm Recovery & Asset Improvement Fund <i>(Attached: Environment Agency Briefing)</i>	I Moodie	
b. Defra/ADA Lowland Agricultural Peat Project <i>(To follow: LAPSIP Progress Briefing)</i>	I Moodie	
c. IDB Special Levies <i>(Attached: IDB levy support grant allocations 2024-2025)</i> <i>(Verbal update from the parliamentary reception of the LGA IDB Levies Special Interest Group on 08.10.2024)</i>	I Thomson	
d. Consultations <i>(See: <a href="http://www.ada.org.uk/category/consultations">www.ada.org.uk/category/consultations</a>)</i>	I Moodie	
13. Proposed ADA Board Meeting Dates 2025 <i>(for agreement)</i> Tuesday 4 March Tuesday 1 July Tuesday 14 October	I Thomson	14.50
14. Any other business	R Caudwell	14.55
15. Meeting Close	R Caudwell	15.00

#### FUTURE DATES OF NOTE

12 November 2024 | **Annual IDB Senior Officers' Meeting** | RAF Club, Piccadilly, London  
13 November 2024 | **ADA Flood & Water Conference 2024** | One Great George Street, London  
03 December 2024 | **ADA Annual General Meeting 2024** | Online – MS Teams  
05 February 2025 | **ADA Environment Day 2025** | Park Farm, Thorney, Peterborough