



Representing Drainage
Water Level & Flood Risk
Management Authorities

ADVISORY COMMITTEE MEETING

Tuesday 11 February 2025

Start 10.30 | Finish 13.00

Acorn Room, Rural Innovation Centre, Stoneleigh Park, Coventry, CV8 2LG

Chair: Tim Farr

Tea/Coffee will be available from 09.30 and a light buffet lunch available at 13.00.

AGENDA

Item	Lead	Time
1. Welcome and apologies	Chair	10.30
2. Declarations of Interest	Chair	10.32
3. Minutes of previous meeting (<i>Attached Minutes 25.09.2024</i>)	Chair	10.33
4. Update from the Board of Directors previous meeting (<i>Attached Minutes 15.10.2024</i>)	R Caudwell	10.35
5. Matters Arising (<i>and not covered in meeting agenda</i>)	Chair	10.40
6. Member engagement	I Moodie	10.45
a. Member contact data (<i>Attached: Draft ADA Privacy Notice</i>)		
b. ADA Communications (<i>Attached: ADA Communications Briefing</i>)		
7. Finances (<i>Attached: figures as at 31 December 2024 for reporting to Board on 04 March 2024</i>)	I Thomson	11.15
a. Bank Balance (<i>see paper attached</i>)		
b. Income & Expenditure (<i>see paper attached</i>)		
c. Balance sheet (<i>see paper attached</i>)		
d. Debtors (<i>see paper attached</i>)		
e. Invoice terms and conditions (<i>Attached draft invoice terms and conditions</i>)		
8. Remuneration Sub-Committee	Chair	11.30
a. Agree Terms of Reference (<i>Attached: Draft Terms of Reference</i>)		
b. Review pay and conditions recommendations and actions (<i>Attached: ADA Staff Pay and Conditions (Loates) Report</i>)		
9. Business development	I Thomson	12:10
a. ADA / ASA collaboration		
b. Business Plan (<i>Attached: Draft outline Business Plan</i>)		
c. Future Structure of Membership Fees To agree Terms of Reference for Working Group (<i>Attached: Draft Terms of Reference</i>)		
10. Events	I Thomson	12:40
a. ADA Environment Day – 05 February 2025		
b. Flood & Coast - 03 to 05 June 2025		
c. ADA Flood & Water Conference – 25 November 2025		
14. AOB	Chair	12.55

Item	Lead	Time
Close of meeting		13.00