

June 2008

# **INVESTIGATION OF AIR POLLUTION STANDING CONFERENCE**

**ANNUAL REPORT APR 2007- MAR 2008**

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# THE ANNUAL REPORT OF THE INVESTIGATION OF AIR POLLUTION STANDING CONFERENCE

## 1. CONSTITUTION

At the end of the year to 31 March 2008 the number of IAPSC member bodies on our constitution list, who have been invoiced for membership in 2008-09, was 153 – a small increase on last year's total of 145.

The 153 current members are categorised as follows:

128 from Local Authorities  
16 from private companies, Institutes etc  
4 from Universities and other educational bodies  
5 from Government Departments

## 2. CONFERENCES

Two IAPSC conferences were held in 2007. The summer conference was held on 5<sup>th</sup> June at the Showroom Cinema, Sheffield. The winter conference on 3<sup>rd</sup> December was at the Austin Court (the IET conference centre) , Birmingham. Presentations from both these IAPSC conferences were made available via the IAPSC web site, [www.iapsc.org.uk](http://www.iapsc.org.uk) .

## 3. AGENDA COMMITTEE

The Agenda Committee convene after each conference to carry out a review of the conference proceedings and to agree the date, venue and theme of the forthcoming meeting.

As of March 2008, the members of the Agenda Committee were as follows:

Mr M Daly (Chair)	Sheffield City Council
Mr B Anderson	Bradford MBC
Mr T Williamson	Defra
Dr B Conlan	AEA Energy & Environment
Mr L Hibbs	Reigate and Banstead DC
Mr T Chatterton	University of the West of England
Ms G Esposito	London Borough of Camden
Mr D Green	King's College London
Mr N Jenkins	Lewes DC
Mr R Sadak	Portsmouth DC
Ms A Loader (Technical Secretary)	AEA Energy & Environment

At present there is one vacancy.

#### 4. IAPSC ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2008

Income generated from membership subscriptions,  
exhibition spaces and extra delegate places: £32,911

Income carried over from year 2006-07 as "contingency float" £ 6,326  
Total available £39,237

#### Expenditure:

Staff (AEA) £22,536

#### Conference Costs (inc VAT)

June 2007(Showroom Cinema)

Venue Hire , total £3,002  
(inc. Equipment Hire & Technician) + Catering Costs  
Speakers Expenses £ 977  
(130 delegates) £3,979

Dec 2007 (Austin Court )

Venue Hire, total £3,936  
(inc. Equipment Hire & Technician) + Catering Costs  
Speakers Expenses £ 515  
(160 delegates) £4,451

Travel and Subsistence (AEA) £ 728

Photocopying, stationery & postage £ 132

*Additional equipment at Dec 2006 conference, invoice came in late.* £ 812

**Total Expenditure** **£32,638**

IAPSC's expenditure was £273 lower than its income in financial year 2007-08. The contingency float carried over from previous years was therefore increased from £6,326 to £6,599.

146 members took out full membership for 2007-08, compared with a total of 145 the previous year. Membership numbers therefore remained stable in 2007-08, after a number of consecutive years in which they have fallen. 24 attendees paid on a "per delegate" basis of £100 per delegate per conference. A further contribution to income was generated by sale of exhibition spaces and extra delegate spaces at both conferences. The total income was £32,911. A contingency float of £6,326 was carried over from previous years.

It was noted last year that Local Authorities are under increasing pressure for time as well as resources. Many have only one or two staff members dealing with air quality, and are therefore not able to take full advantage of the current membership package (2 delegates to each of 2 conferences). There is, we believe, an increasingly important role for the "one-off" conference attendance price. This option is becoming popular with those who cannot afford the staff time to get full use of the full membership package. We will continue to actively market this, as it is a valuable source of income.

## 5. IAPSC BUDGET FOR FINANCIAL YEAR 2008-09

Membership subscription (exc. VAT):	£213.00
Price of 1 person attendance at conference, non-member	£100.00
Price of exhibition space	£100.00
Price of extra delegate spaces	£ 50.00

151 Local Authorities and other organisations took out full membership for 2008-09 at £213 each. This is the first increase in membership numbers, after several consecutive years in which they have fallen or remained stable. A further 8 delegates from non-member organisations attended the June conference at the "per delegate" rate of £100 each. A further small contribution to income was generated by sale of 5 exhibition spaces, and some third delegate places, at the June conference. The total amount invoiced so far is £33,453 (a small number of late-booked extra delegate places have yet to be invoiced), and with the contingency float of £6,599 this brings the total available to spend this year to £40,052.

Amount invoiced so far:	£33,453
Income carried over from previous year as contingency float:	£ 6,599
Total income guaranteed at this point	£40,052

### Budget

Staff (minimum)	£23,000
Marketing	£ 700

Conference Costs: (Assume 150 delegates at each)	
Total budget for each conference, including Venue Hire,	
AV Equipment Hire & Technician and Catering Costs	£ 6,500
Speakers Expenses	<u>£ 900</u>
	<u>£ 7,400</u>

2 x conferences @ £ each = £14,800

Travel and Subsistence (AEA) £ 1,000

Other expenses (photocopying and stationery, postage, sundry purchases etc.) £ 500

**Total Budgeted Expenditure FY 2008-09 £40,000**

Annual Report prepared by: Alison Loader

Signed: .....

Date:.....