



Registered Office: Pelmark House  
11 Amwell Street  
Ware  
Herts  
SG12 9HP  
Telephone: 01920 443810  
E-mail: [admin@bbia.org.uk](mailto:admin@bbia.org.uk)

Minutes of the Board Meeting of the Bio-Based and Biodegradable Industries Association Ltd.

The Board of the BBIA met on February 24<sup>th</sup> 2020 at 3pm in the offices of Sancroft International, 46 Queen Anne's Gate, Westminster, London SW1H 9AP.

Present were Andy Sweetman Chairman, Jens Hamprecht Vice Chairman, Tony Breton Treasurer, Kieran MacSweeney and Harold Naylor, whilst apologies were received from Philip Charlton-Smith and Jeremy Jacobs.

Also present were Managing Director David Newman, Paul Mines – a guest of the board and Hector Grant of the N4PBS Ltd that administer BBIA accounts and carry out secretariat services.

The meeting began at 3pm with a discussion for one hour with Sancroft International about the priorities of BBIA in 2020 and how best to achieve them.

The Board then continued from 4.15pm to discuss and deliberate on the following agenda:

1. Approval of the minutes of the meeting of November 12<sup>th</sup> 2019
2. Review of the draft accounts for 2019 and draft budget for 2020
3. The Plastic Pact- an update from Paul Mines
4. BBIA work on BSI standards committees
5. Work programme update 2020
6. The EU funded projects
7. Any other business

The Chairman welcomed members and declared the meeting quorate with 5 of the 7 Board members being present. Board members undertook to respect the rules regarding competition and to not discuss company business during the meeting.

1. The minutes of the Board meeting of November 12<sup>th</sup> 2019 were formally approved and signed off.
2. Tony Breton was content with the figures presented in the draft final accounts for 2019 which showed a small surplus for the year. Hector Grant said that the figures would be internally audited before the AGM to ensure total accuracy. No specific questions were asked about the accounts by colleagues and the board unanimously agreed that the provisional accounts should be approved and will be officially signed off at the AGM in May.

Tony asked about a GoCardless payment in the BBIA bank account which Hector Grant explained was a new DD for Goode Computing Ltd who manage the BBIA email exchange.

David Newman went through the 2020 budget and highlighted a few pertinent figures for clarification.

Andy Sweetman then asked David and Hector to leave the meeting while private discussions were held on two items. On their return the Board agreed to pay a bonus for services in 2019 to the Managing Director and revisit the secretariat fee paid to N4PBS. Hector Grant will produce a short paper in the next week on this, to be considered by Andy Sweetman, Tony Breton and David Newman.

3. Paul Mines spoke about the Plastic Pact and stated that he saw no understanding from WRAP on how to reach the 2025 deadlines of all materials being recyclable, reusable or compostable. The solution still seems to be chemical / mechanical re-cycling! Tony Breton added that they work in Sprint groups to speed up response / action. Paul said there should be a meeting to focus on compostables with Helen Bird to include himself, Tony Breton and Andy Sweetman. As she was speaking at the BBIA Conference tomorrow the opportunity to do this would be taken. Compostables must be part of the solution and what practical steps could make it work now? Paul said that they should push bio-based credentials as well as compostable.
4. The MD talked about John Williams dedicating time to the BSI standards committees for which there is a lot of work and asked the Chairman to verify the time John can effectively dedicate to this work. In the 2020 budget an allowance is made to pay for this.
5. The MD asked if testing and certification was costing members too much which led to discussion on obtaining competitive quotes from different suppliers. He spoke about Ineos and their new lab setup in Grangemouth as a possible supplier. The MD will look into this area and report back to the board. A whole discussion then followed around labelling and marking, and follow up with OPRL and REAL will be needed in the coming weeks.
6. The EU funded projects of Res Urbis and Usable packaging had been discussed within Item 2 above. It was mentioned that Res Urbis is now complete and both the draft written report and financials have been lodged on the EU portal. Once these are checked and signed off it will trigger the final payment of approximately 16,000 Euros.  
The MD highlighted the stringent checking of the Usable Packaging grant and BBIA is working with N4PBS to ensure compliance with the procedures and processes required through the project until its completion in June 2022.
7. Discussion took place on the date and location of the BBIA AGM. It was agreed that the MD would pursue a themed event to include the AGM possibly at Futurama's offices in Wigton on 19<sup>th</sup> May 2020 or a lunch in the House of Commons. He will investigate.  
The MD gave a quick update of progress on the BBIA Conference – Everything is Connected 2020 tomorrow, 25<sup>th</sup> February 2020 at the Regents Park University, London. There will be some 27 speakers and contributors on the panels and around 125 people in total attending.

8. There being no other business the Chairman thanked Board members and Paul Mines for their participation, looked forward to meeting them again at the BBIA Conference the next day and closed the meeting at 18.05pm

Signed on this day....

Andy Sweetman  
Chairman

David Newman  
Managing Director

Ps regarding Item 7 for obvious reasons the AGM will not be held in person and we will organise an online AGM