

## **BISHOP HALL PROPERTIES LIMITED**

A meeting of the Board of Directors will be held on 31<sup>st</sup> October at 10am in the Dining Room, 3<sup>rd</sup> floor, Tindal, Chelmsford.

The agenda will be as follows:

### **1.0 DECLARATION OF INTERESTS**

1.1 To receive any declarations of interests. *Chairman*

### **2.0 APOLOGIES**

2.1 To receive apologies for absence. *Chairman*

### **3.0 MINUTES OF THE PREVIOUS MEETING**

3.1 To approve the minutes of the meeting held on 3<sup>rd</sup> November 2015. **Schedule 1**  
*Board Secretary*

### **4.0 MATTERS ARISING**

4.1 To consider any matters arising from the minutes of the meeting held on 3<sup>rd</sup> November 2015. *Chairman*

### **5.0 RESIGNATION & APPOINTMENT OF DIRECTORS**

5.1 To note the resignation of Michael Thorne as a Director of BHP from 31<sup>st</sup> October 2016. *Board Secretary*

5.2 To note the appointment of Sandy Lynam as a Director of BHP from 31<sup>st</sup> October 2016.

### **6.0 FINANCIAL STATEMENTS & ACCOUNTS FOR THE YEAR ENDED 31 JULY 2016**

6.1 To receive and approve the financial statements and accounts for the year ended 31 July 2016. **Schedule 2**  
*Mike Frost*

### **7.0 BANK MANDATE**

7.1 To approve the proposal in 3.1 and sign the Mandate Amendment Form. **Schedule 3**  
*Mike Frost*

7.2 To approve the proposal in 3.2 and sign the Mandate Amendment Form.

### **8.0 ANY OTHER BUSINESS**

8.1 To consider any other urgent business. *Chairman*

**9.0 DATE OF THE NEXT MEETING**

9.1 To note that the next meeting will take place at 10.30am on 7th November *Chairman* 2017 in the Tindal Dining Room Chelmsford.

S. G. Bennett  
Company Secretary  
October 2016