

## **NPMA LTD**

Minutes of a meeting of the Board of Directors held on 18<sup>th</sup> May 2017 at 2.30pm in Chelmsford, Essex

**PRESENT:** Mr P Bogle (Chair)  
Prof H Valentine  
Mr S Powell  
Mrs D Thorpe  
Mrs S Lynam

**IN ATTENDANCE:** Miss E Harwood  
Mrs D Ledwell  
Ms A Stirling  
Miss C Ludlam

### **670. DECLARATION OF INTERESTS**

670.1 There were no declaration of interests.

### **671. APOLOGIES**

671.1 No apologies were received from Directors.

### **672. MINUTES OF THE PREVIOUS MEETING**

672.1 The minutes of the meeting held on 20<sup>th</sup> February 2017 were agreed as an accurate record.

672.2 The confidential minutes of the meeting held on 20<sup>th</sup> February 2017 were agreed as an accurate record.

### **673. MATTERS ARISING**

673.1 There were no matters arising from the minutes of the meeting held on 20<sup>th</sup> February 2017.

### **674. FORECAST FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>st</sup> JULY 2017**

674.1 It was noted that the Company showed a forecast turnover of £7.134m and a forecast profit of £146k for the year.

674.2 It was noted that the forecast balance sheet showed net asset of £10.572m. The accumulated profit and loss account increased by £146k to the revised surplus of £572k.

674.3 The Board noted the forecast financial statements for the year ending 31<sup>st</sup> July 2017.

**675. REVIEW & APPROVAL OF COMPLIANCE POLICIES**

675.1 The Board agreed that the policies should be reviewed every 3 years as opposed to every 5 years.

675.2 The Board agreed that moving forward the policies should be sent to the University Health and Safety Committee to note.

675.3 The Board approved the policies as presented.

**676. HR PAPER – TRANSFER OF EMPLOYEES**

676.1 *Please see confidential minute.*

**677. ANY OTHER BUSINESS**

677.1 There was no other business to discuss.

**678. DATE OF NEXT MEETING**

678.1 It was noted that the date of the next meeting would be 24<sup>th</sup> July 2017 at 10am in the Tindal Dining Room Chelmsford and video conferenced to Helmore 232.

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**CHAIRMAN**

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**DATE**