

## **NPMA LIMITED**

Minutes of a meeting of the Board of Directors held on 4<sup>th</sup> November 2015 in Chelmsford.

**PRESENT:** Mrs S Lynam (Chair)  
Mr P Griffiths  
Mrs D Thorpe

**IN ATTENDANCE:** Mr A Lefley  
Miss E Harwood  
Ms A Sterling  
Miss C Ludlam  
Mrs Debbie Ledwell

### **621. DECLARATION OF INTERESTS**

621.1 There were no declarations of interests.

### **622. APOLOGIES**

622.1 Apologies were received from Steve Bennett.

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

623.1 The minutes of the meeting held on 23<sup>rd</sup> July 2015 were **AGREED** as a correct record.

### **624. MATTERS ARISING**

624.1 There were no matters arising from the minutes of the meeting held on 23<sup>rd</sup> July 2015.

### **625. MECHANICAL & ELECTRICAL REACTIVE MAINTENANCE CONTRACT & CLEANING CONTRACTS**

625.1 The Board discussed the length of the agreements and the entitlement of the living wage to supplier staff.

625.2 The Board approved the signing of the contractual arrangements between NPMA and Galliford Try for Reactive Maintenance, ISS for cleaning in Cambridge and Wyclean for cleaning in Chelmsford.

### **626. AUTOMATIC ENROLMENT**

626.1 The Board noted the recommendation of option 3.2 in the report regarding automatic enrolment for NPMA staff approved via email on 14<sup>th</sup> October 2015.

**627. FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2015**

627.1 The Board **APPROVED** the financial statements for the year ended 31<sup>st</sup> July 2015.

627.2 The Board **APPROVED** the use of group relief or capital allowances to mitigate its taxable profits whichever was the most efficient to the Group.

627.3 The Board **AUTHORISED** a Director (Phil Griffiths) and the Company Secretary to action minute 627.2 above.

627.4 The Board **RE-APPOINTED** the auditors, Scrutton Bland, for the year ending 31<sup>st</sup> July 2016.

*Andy Lefley left the meeting*

**628. ANY OTHER BUSINESS**

628.1 Please see confidential minute.

**629. DATE OF THE NEXT MEETING**

629.1 It was noted that the date of the next meeting would be on 18<sup>th</sup> February 2016 at 11.00 am in the Tindal Dining Room, Chelmsford.

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CHAIRMAN

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DATE