

NPMA LTD

A meeting of the Board of Directors will be held on 3rd July 2013 at 10.00 am in the Tindal Dining Room, Chelmsford, Essex.

The Agenda will be as follows:

1. DECLARATION OF INTERESTS

- 1.1 To receive any declarations of interests. Chair

2. APOLOGIES

- 2.1 To receive apologies for absence. Chair

3. MINUTES OF THE PREVIOUS MEETING

- 3.1 To agree the minutes of the meeting held on 23rd January 2013. **Schedule 1**
Board Secretary

4. MATTERS ARISING

- 4.1 To consider any other matters arising from the minutes of the meeting held on 23rd January 2013. Chair

5. FACILITIES TEAM RESTRUCTURE

- 5.1 To receive a verbal report and approve the facilities team restructure including development of building based Facilities Co-ordinators. Sandy Lynam

6. PROJECT REPORT

- 6.1 To receive a report. **Schedule 2**
Sandy Lynam

7. ROSPA AUDIT FEEDBACK AND ACTION PLAN

- 7.1 To receive a report and to note the feedback and endorse the action plan. **Schedule 3**
Sandy Lynam

8. H&S ROLES AND RESPONSIBILITIES

- 8.1 To receive a report and approve the roles and responsibilities regarding compliance with the legionella, management of pressure systems & management of lifts and lifting systems policies. **Schedule 4**
Sandy Lynam

9. UPDATE ON FACILITIES & MAINTENANCE CONTRACTS

9.1 To receive a report.

Schedule 5
Sandy Lynam

10. FORECAST FINANCIAL STATEMENTS & ACCOUNTS FOR THE YEAR ENDING 31 JULY 2013

10.1 To receive the forecast financial statements and accounts for the year ending 31st July 2013.

Schedule 6
Phil Griffiths

11. PAY REVIEW 2013/14

11.1 To receive a report and consider the pay review.

Schedule 7
Sandy Lynam
(Confidential -
to be tabled at
meeting)

12. ANY OTHER BUSINESS

12.1 To consider any other business.

Chair

13. DATE OF NEXT MEETING

13.1 To note the date of the next meeting of the Board is to take place on 23rd October 2013 at 2.00pm in the Tindal Dining Room Chelmsford.

Chair