

NPMA LTD

A meeting of the Board of Directors will be held on 23rd January 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 14th November 2012. **Schedule 1**
Board Secretary

4. MATTERS ARISING

- 4.1 To consider any other matters arising from the minutes of the meeting held on 14th November 2012. Chair

5. CHANGE OF COMPANY NAME TO NPMA LTD

- 5.1 To note the change of company name to NPMA Ltd on 19th November 2012. Steve Bennett

6. PAY AWARD IN RECOGNITION OF NPMA LTD STAFF ACHIEVEMENT

- 6.1 To note the approval by the Directors of a one-off payment of £400.00 (pro rata for part-time staff) to NPMA employees in recognition of achievement by email dated 29th November 2012. Sandy Lynam/
Denise Thorpe

7. NPMA VISION VALUES AND CORE POLICIES

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

8. NPMA POLICIES REVIEW

- 8.1 To review and approve the NPMA policies. **Schedule 3**
Sandy Lynam

9. NPMA WEBSITE

- 9.1 To receive a report on the NPMA website. **Schedule 4**
Sandy Lynam

10. UPDATE ON THE CLEANING CONTRACT

10.1 To receive an update on the ISS cleaning contract. Sandy Lynam

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

11.1 To receive the forecast financial statements and accounts for the year ending 31st July 2013. **Schedule 5**
Phil Griffiths
(To Follow)

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 3rd July 2013 at 10.00 am in the Tindal Dining Room Chelmsford. Chair