

NPMA LTD

A meeting of the Board of Directors will be held on 23rd October 2013 at 2.00pm 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 3rd July 2013. **Schedule 1**
Board Secretary

4. MATTERS ARISING

- 4.1 To consider any other matters arising from the minutes of the meeting held on 3rd July 2013. Chair

5. MANAGEMENT OF CONTRACTORS POLICY

- 5.1 To receive and approve a policy. **Schedule 2**
Sandy Lynam

6. H&S ROLES AND RESPONSIBILITIES

- 6.1 To receive and approve policies regarding compliance with the legionella, management of pressure systems & management of lifts and lifting systems.. **Schedule 3**
Sandy Lynam

7. FINANCIAL STATEMENTS & ACCOUNTS FOR THE YEAR ENDED 31 JULY 2013

- 7.1 To approve the financial statements and accounts for the year ended 31st July 2013. **Schedule 4**
Phil Griffiths

8. ANY OTHER BUSINESS

- 8.1 To consider any other business. Chair

9. DATE OF NEXT MEETING

- 9.1 To note the date of the next meeting of the Board is to take place on 5th February 2014 at 10.00am in the Tindal Dining Room Chelmsford. Chair

S. G. Bennett
Company Secretary
October 2013