

## **NPMA LTD**

A meeting of the Board of Directors will be held on 28<sup>th</sup> October 2014 at 2pm 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 3<sup>rd</sup> July 2014. **Schedule 1**  
Board Secretary

### **4. MATTERS ARISING**

- 4.1 To consider any other matters arising from the minutes of the meeting held on 3<sup>rd</sup> July 2014. Chair

### **5. CHRISTMAS LEAVE ARRANGEMENTS**

- 5.1 To agree the proposal regarding staff leave arrangements during the Anglia Ruskin University closure period. **Schedule 2**  
Sandy Lynam

### **6. PROPOSED PROCUREMENT ACTIVITY 2014/15**

- 6.1 To note and approve the proposed schedule of procurement. **Schedule 3**  
Sandy Lynam

### **7. ASBESTOS MANAGEMENT ANNUAL REPORT**

- 7.1 To note a report. **Schedule 4**  
Sandy Lynam

### **8. TRANSFER OF ASSETS & SURRENDER OF LEASES**

- 8.1 To consider a report on Company rationalisation. **Schedule 5**  
Phil Griffiths/Mike Frost

### **9. FINANCIAL STATEMENTS & ACCOUNTS FOR THE YEAR ENDED 31 JULY 2014**

- 9.1 To receive and approve the financial statements and accounts for the year ended 31<sup>st</sup> July 2014. **Schedule 6**  
Phil Griffiths

**10. ANY OTHER BUSINESS**

10.1 To consider any other business.

Chair

**11. DATE OF NEXT MEETING**

Chair

11.1 To note the date of the next meeting of the Board is to take place on 12<sup>th</sup> February 2015 at 1.30pm in the Tindal Dining Room Chelmsford.

S. G. Bennett  
Company Secretary  
October 2014