

## **NPMA LIMITED**

Minutes of a meeting of the Board of Directors held on 13<sup>th</sup> February 2014 in Chelmsford.

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

**IN ATTENDANCE:** Mr A Lefley  
Miss C Ludlam  
Mr A Oluwatudimu  
Miss E Harwood

### **584. DECLARATION OF INTERESTS**

584.1 There were no declarations of interests.

### **585. APOLOGIES**

585.1 There were no apologies.

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

586.1 The minutes of the meeting held on 23<sup>rd</sup> October 2013 were **AGREED** as a correct record.

### **587. MATTERS ARISING**

587.1 There were no matters arising from the minutes of the meeting held on 23<sup>rd</sup> October 2013.

### **588. POLICIES & PLANS**

588.1 The Board reviewed new and revised policies and plans regarding engaging contractors and consultants policy, staff disciplinary and dismissal, employment of disabled people and asbestos management.

588.2 The Board agreed to remove reference to "April 2009" in paragraph 1.1 of the Staff Disciplinary & Dismissal policy regarding the ACAS Code of Practice as this had been superseded.

588.3 The Board discussed the procedure under the Staff Disciplinary & Dismissal policy relating to disciplinary hearings. The procedures stated in paragraphs 6.5 & 6.6 were agreed.

588.4 The Board noted and **APPROVED** the policies & plans.

**589. CAPITAL PROJECTS & MINOR WORKS**

589.1 The Board noted that an investigation was being carried out on the Queens Building roof to determine the remedial works to resolve the leak and would be reported on in more detail at a later date.

589.2 The Board **NOTED** the progress made on the projects and endorsed the project team's engagement in the design and delivery of new and on-going works over £25,000 for Anglia Ruskin University and Bishop Hall Properties Ltd.

**590. FORECAST FINANCIAL STATEMENTS & ACCOUNTS FOR THE YEAR ENDED 31 JULY 2014**

590.1 The Board noted a forecast turnover of £9360k and a forecast loss of £276k.

590.2 The Board noted that at the start of the year the balance on the short term loan from Anglia Ruskin University was £78,519k. During the year it was forecast that £5650k would be drawn-down.

590.3 The Board noted that the VAT dispute with HMRC had been resolved and a section 85 agreement had been made. In addition, an application to add new members to the ARU VAT Group had recently been made to HMRC with effect from 1 February 2014. A period of 90 days must elapse to ensure HMRC accepted this application. Following this 90 day period and subject to the related parties consent it was intended to charge ARU directly for the services performed by each of the companies. That is, effective from 1 August 2013. The company's repairs and maintenance services will be charged directly to ARU and the construction services will be charged directly from BHP to ARU on new projects without the involvement of NPMA.

590.4 The Board **AGREED** in principle the proposed course of action.

590.5 The Board **NOTED** the forecast financial statements for the year ended 31 July 2014.

**591. DATE OF THE NEXT MEETING**

591.1 It was noted that the date of the next meeting would be 2<sup>nd</sup> July 2014 at 10.00am in the Tindal Dining Room, Chelmsford.

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CHAIRMAN

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DATE