

NPMA LIMITED

Minutes of a meeting of the Board of Directors held on 23rd January 2013 in Chelmsford.

PRESENT: Mr S G Bennett (Chair)
Ms S Lynam
Mr P Griffiths

IN ATTENDANCE: Mr A Lefley
Miss C Ludlam
Mr A Oluwatudimu (part)
Miss E Harwood

552. DECLARATION OF INTERESTS

552.1 There were no declarations of interests.

553. APOLOGIES

553.1 Apologies for absence were received from Mrs D Thorpe.

554. MINUTES OF THE PREVIOUS MEETING

554.1 The minutes of the meeting held on 14th November 2012 were **AGREED** as a correct record.

555. MATTERS ARISING

555.1 There were no matters arising from the minutes of the meeting held on 14th November 2012.

556. CHANGE OF COMPANY NAME TO NPMA LTD

556.1 It was noted that the company name had changed to NPMA Ltd on 19th November 2012.

557. PAY AWARD IN RECOGNITION OF NPMA LTD STAFF ACHIEVEMENT

557.1 It was noted that a one off pay award of £450.00 (pro rata for part-time staff) to NPMA Ltd staff in recognition of achievement had been **APPROVED** by email dated 29th November 2012.

558. NPMA VISION VALUES AND CORE POLICIES

558.1 It was noted that the vision values and core policies were accurate.

559. NPMA POLICIES REVIEW

559.1 The Board reviewed and **RE-APPROVED** the report on NPMA policies which had been previously reviewed intensively to ensure they reflected the company statements and best practice.

559.2 It was noted the Human Resources had been consulted on the changes made to the NPMA policies.

560. NPMA WEBSITE

560.1 It was reported that the NPMA Ltd website had been amended and contained information on health and safety points, CPD (and other information) and had a message board with key dates and news.

560.2 It was reported that the website is password protected and only accessible by NPMA Ltd staff.

560.3 It was noted that the website cannot be accessed by the general public. The board **AGREED** that such access would need to be reviewed further.

561. UPDATE ON THE CLEANING CONTRACT

Dr A Oluwatudimu joined the meeting.

561.1 It was reported that a four week notice to improve had previously been issued. ISS Facilities Services Limited had restructured its staff and subsequently achieved the target set by NPMA Ltd regarding the audit of the Cambridge campus.

561.2 It was reported that a subsequent meeting took place to confirm that the contract would continue and to discuss outstanding issues. A further meeting was diarised for mid February 2013.

561.3 It was reported that the company were aware that standards still need to be improved and they need to hit all targets for both campuses by Easter. The company need to be self-managed.

562. FINANCIAL STATEMENTS

562.1 The Board received the forecast financial statements for the year to 31 July 2013.

562.2 It was noted that NPMA Ltd issued £10M of £1 ordinary shares to Anglia Ruskin Enterprise Ltd during this financial year.

562.3 It was noted that the Company showed a forecast turnover of £7,864k for the year to 31 July 2013 (£5,869k: 2012) and a forecast loss of £46,921k (profit of £613k: 2012).

562.3 It was noted that the forecasted balance sheet showed net assets of £12,190k (£2,223: 2012).

562.4 It was noted that the repairs and maintenance income of £5800k related to the contract and included a 2% profit margin.

562.5 The Board **NOTED** the forecast financial statements for the year to 31 July 2013.

563. DATE OF THE NEXT MEETING

563.1 It was noted that the date of the next meeting would be 12 March 2013, at 1:30pm in the Tindal Dining Room, Chelmsford.

CHAIRMAN

DATE