

## **NPMA LIMITED**

Minutes of a meeting of the Board of Directors held on 23<sup>rd</sup> October 2013 in Chelmsford.

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

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

### **576. DECLARATION OF INTERESTS**

576.1 There were no declarations of interests.

### **577. APOLOGIES**

577.1 There were no apologies.

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

578.1 The minutes of the meeting held on 3<sup>rd</sup> July 2013 were **AGREED** as a correct record.

### **579. MATTERS ARISING**

579.1 (Minute 568.1)

It was noted that the paper for the facilities team restructure was still under construction and would be presented at the next board meeting in February 2014.

*Akin Oluwatudimu and Andy Lefley left the meeting*

579.2 (Minute 574.3)

*Please see confidential minutes*

*Akin Oluwatudimu and Andy Lefley returned to the meeting*

### **580. MANAGEMENT OF CONTRACTORS POLICY**

580.1 The Board noted and **APPROVED** the policy.

**581. H&S ROLES AND RESPONSIBILITIES**

581.1 The Board noted and **APPROVED** the proposed structure of roles and responsibilities for health and safety policies.

**582. FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2013**

582.1 The Board **APPROVED** the financial statements for the year ended 31<sup>st</sup> July 2013.

582.2 The Board **APPROVED** the acceptance of group relief or capital allowances to mitigate its taxable profits, whichever is the most efficient to the Group.

582.3 The Board **AUTHORISED** the Director (Phil Griffiths) and the Company Secretary (Stephen Bennett) to action group relief or capital allowances.

582.4 The Board **APPOINTED** Auditors for the year ending July 2014. The Board noted that the appointment was currently subject to full market testing through tender as determined and approved by the parent body.

**583. DATE OF THE NEXT MEETING**

583.1 It was noted that the date of the next meeting would be 5<sup>th</sup> February 2014 at 10.00am in the Tindal Dining Room, Chelmsford.

---

CHAIRMAN

---

DATE