

MINUTES
of the Annual General Meeting of
NICC STANDARDS LIMITED
held on Wednesday, 7 November 2018 at 1.30 pm
at One Great George Street, London SW1P 3AA

Present: Chairman: Sir John O'Reilly
Company Secretary & Director: Mr Andrew Rawnsley
Directors: Mr Paul Beaumont
Mr Steve Cantrill
Mr Andy Cook
Ms Jane Humphrey
Mr Ian Lawrence
Mr Nick Kelly
Mr Justin Orde
Mr Paul Rosbotham
Board Secretary: Mr Nick Ireland
Observers: Mr Clive Hillier (Ofcom)

And 22 representatives of Member organisations, 8 representatives of Associate Member organisations and 19 guests.

Apologies: Directors: Mr Mohamed Hammady
Mr Steve Kingdom
Observers: Mr Simon Hicks

1. Notice of Meeting

The notice convening the meeting as sent to all members was taken as read.

2. Minutes

The Minutes of the Annual General Meeting held on 8 November 2017 were approved as a correct record. There were no matters arising.

3. Chairman's Report

The Chairman's Report on the activities of NICC Standards Limited over the preceding year was received.

4. Accounts

4.1 The Accounts of the Company for the period ended 31 March 2018 and the Report of the Directors thereon had previously been circulated to all Members. The following resolution was put to the meeting by Justin Orde and seconded by Nick Kelly:

Resolution 1: To receive and adopt the Accounts of the Company for the period ended 31 March 2018.

4.2 The proposition was passed nem con.

5. Auditors

5.1 The following resolution was put to the meeting by Ian Lawrence and seconded by Steve Cantrill:

Resolution 2: To re-appoint TWP Accounting LLP as the auditors of the Company to hold office from the conclusion of this Annual General Meeting until the conclusion of the next Annual General Meeting and to authorise the Directors to agree their remuneration.

5.2 The resolution was passed nem con.

6. Election of Directors

A report was received on the election of Directors. It was noted that two Directors were due to retire by rotation: Mr Mohamed Hammady and Mr Andrew Rawnsley. Both were nominated to serve for further term and a further nomination had also been received from Mr Nick Kelly. It was noted that the number of nominations was fewer than the number of vacancies, so no election was required. Therefore, Mr Hammady, Mr Rawnsley and Mr Kelly were each appointed for a term of three years.

7. Re-Appointment of Company Secretary

7.1 The following resolution was put to the meeting by Ian Lawrence and seconded by Justin Orde:

Resolution 3: To re-appoint Mr Andrew Rawnsley as Company Secretary.

7.2 The resolution was passed nem con.

8. Membership Fees

8.1 The following resolution was put to the meeting by Justin Orde and seconded by Nick Kelly:

Resolution 4: To approve the membership fees of the Company for the period from 1 April 2019 to 31 March 2020 as follows:

- (a) for Full Members – £3,500 plus VAT;
- (b) for Associate Members – £1,500 plus VAT;
- (c) for Academic Institution Members – fee may be waived.

8.2 The resolution was passed nem con.

9. Closure

There being no other business the Chairman closed the meeting at 1:38 pm.