

MINUTES
of the Annual General Meeting of
NICC STANDARDS LIMITED
held on Wednesday, 27 November 2019 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
Mr Mohamed Hammady
Mr Steve Kingdom
Mr Ian Lawrence
Mr Paul Rosbotham
Board Secretary: Mr Nick Ireland
Observers: Mr Clive Hillier (Ofcom)
Mr Simon Hicks

And 38 representatives of Member organisations, 6 representatives of Associate Member organisations and 13 guests.

Apologies: Directors: Ms Jane Humphrey
Mr Nick Kelly
Mr Justin Orde

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 27 November 2019 were approved as a correct record. There were no matters arising.

3. Chairman's Report

The Chairman took the opportunity to thank Jane Layzell for the work she has undertaking preparing for and managing today's Open Forum. It was especially noted that Jane has done this work in her own time.

The Chairman's Report on the activities of NICC Standards Limited over the preceding year was received. This included an update on the NICC Strategy Review being undertaken by the Board of Directors.

4. Accounts

4.1 The Accounts of the Company for the period ended 31 March 2019 and the Report of the Directors thereon had previously been circulated to all Members. The following resolution was put to the meeting by Steve Cantrill and seconded by Ian Lawrence Nick Kelly:

Resolution 1: To receive and adopt the Accounts of the Company for the period ended 31 March 2019.

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 Andy Cook 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 three Directors were due to retire by rotation: Mr Cantrill, Ms Humphrey and Mr Lawrence. All were nominated to serve for further term and no further nominations had been received. It was noted that the number of nominations was fewer than the number of vacancies and no election was required. Therefore, Mr Cantrill, Ms Humphrey and Mr Lawrence 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 Paul Rosbotham:

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 Paul Rosbotham and seconded by Andy Cook:

Resolution 4: To approve the membership fees of the Company for the period from 1 April 2020 to 31 March 2021 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 1:46 pm.