

**MINUTES**  
**of the Annual General Meeting of**  
**NICC STANDARDS LIMITED**  
**held on Wednesday, 16 November 2021 at 13:20**  
**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 Andy Cook  
Mr Chris Croot  
Mr Nick Kelly  
Mr Steve Kingdom  
Mr Justin Orde

Board Secretary: Mr Nick Ireland

Observers: Mr Clive Hillier (Ofcom)  
Mr Simon Hicks (DCMS)

Apologies: Ms Jane Humphrey  
Mr Laurent Lavallee  
Mr Ian Lawrence  
Mr Paul Rosbotham

21 representatives of Full Member organisations, 9 representatives of Associate Member organisations and 11 guests.

The Chairman welcomed all to the Annual General Meeting expressing how pleasing it was to be able to meet in person once again and thanked all present for attending.

**1. Notice of Meeting**

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

**2. Minutes**

2.1 The Minutes of the Annual General Meeting held on 20 November 2020, having been previously circulated to the Membership were placed before the meeting.

Resolution 1: To receive the Minutes of the AGM held on 20 November 2020.

Proposed by: J. O'Reilly                      Seconded by: C. Croot

2.2 The proposition was passed nem. con.

**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 2021 and the Report of the Directors thereon had previously been circulated to all Members.

Resolution 2: To receive & adopt the Accounts of the Company for the period ended 31 March 2021.

Proposed by: J. Orde                      Seconded by: C. Croot

- 4.2 The proposition was passed nem. con.

#### 5. Auditors

- 5.1 Resolution 3: 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.

Proposed by: J. Orde                      Seconded by: P. Exius-Genco

- 5.2 The resolution was passed nem. con.

- 5.3 Resolution 4: To authorise the Directors to determine the Auditors' remuneration

Proposed by: N. Kelly                      Seconded by: C. Croot

- 5.4 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 Nick Kelly and Mr Andy Rawnsley. Both were nominated to serve for further term. Additionally, Mr Laurent Lavalley and Mr Steve Kingdom have been nominated to serve for a term. 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 Kelly, Mr Rawnsley, Mr Lavalley and Mr Kingdom were each appointed for a term of three years.

#### 7. Re-Appointment of Company Secretary

- 7.1 Resolution 5: To re-appoint Mr Andrew Rawnsley as Company Secretary.

Proposed by: J. Orde                      Seconded by: P. Beaumont

- 7.2 The resolution was passed nem. con.

#### 8. Membership Fees

- 8.1 Resolution 6: To approve the membership fees of the Company for the period from 1 April 2022 to 31 March 2023 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.

Proposed by: C. Croot                      Seconded by: A. Cook

- 8.2 The resolution was passed nem. con.

**9. AOB**

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

**Closure**

There being no other business the Chairman closed the meeting at 13:32.

DRAFT