

Minutes of Meeting



TRUSTEES OF THE NEW HORIZONS RETIREMENT BENEFITS SCHEME

Meeting title / purpose	Trustee Meeting
Date	Tuesday 14 th July 2015
Venue	Board Room, Suite 4 Clocktower House, Horndon Industrial Park, West Horndon
Author	NCV
Present	Nicholas C Vivian (NCV) Mark P Stevens (MPS) Paul Dawson (PD) Geoff Spiller (GS)
Circulation	All attendees
Apologies:	None

Item	Detail	Action
1.0	OPENING The meeting of the Trustees of the New Horizons Retirement Benefits Scheme was called to order at 9:30am on Tuesday 14 th July 2015 in the Boardroom of Suite 4 Clocktower House, Horndon Industrial Park, West Horndon by Nicholas Vivian	
2.0	APPROVAL OF AGENDA The Agenda was unanimously approved as distributed.	
3.0	OPEN ISSUES The purpose of the meeting was to accept the resignation of Mr Geoffrey Robert Spiller as a Trustee of New Horizons Retirement Benefits Scheme and for him to exit the Scheme following the issue of his share of the Scheme's proceeds to his Pension Fund held at James Hay Partnership.	
4.0	RESOLUTION AND AGREEMENT It was agreed by the Trustees that the value of Mr Spiller's share of the Scheme effective on 16 th July 2015 is £166,960.93 as per the attached completion schedule. It was agreed by the Trustees that the following action will now be taken:- <ul style="list-style-type: none">The Scheme's solicitor, Siobhan Smyth of Gateley LLP, Knightsbridge House, Lower Brown Street, Leicester LE1 5NL will be instructed to amend the property titles of Units 3/4 and Unit 10 Heron Business Centre transferring ownership from all four Trustees; NCV, MPS, PD and GS (the existing Trustees) to NCV, MPS and PD (the remaining Trustees).	

- The sum of £166,960.93 is to be sent to James Hay Partnership (G Spiller Member No 760) on 16th July 2015 as per the attached letter.
- G. Spiller will resigns as Trustee of New Horizons Retirement Benefits Scheme.

5.0 ADJOURNMENT

The meeting was adjourned at 10:30am by N C Vivian (Chair)

Minutes Approved by: P Dawson
Minutes Approved by: N C Vivian
Minutes Approved by: G R Spiller
Minutes Approved by: M P Stevens

The image shows four handwritten signatures, each written over a horizontal line. The signatures are in black ink and are cursive in style. The first signature is for P Dawson, the second for N C Vivian, the third for G R Spiller, and the fourth for M P Stevens.

NCV/sal 16th July 2015