



*Association of British Certification Bodies*

Our Ref: ABCB/GM/0724  
Date: 30 June 2014

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**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON WEDNESDAY 17 JUNE 2014 AT  
KIA OVAL, SURREY COUNTY CRICKET CLUB,  
KENNINGTON, LONDON SE11 5SS**

**Members present:**

Mr Mike Lawson	Intertek – Chairman
Mr Bernard Anderson	Eagle Certification
Mr Keith Goddard	The British Assessment Bureau
Dr Jeremy Hodge	BASEC
Mr Andrew Launn	BSI
Ms John Sexton	AFNOR UK
Mr Alan Wells	Ascertiva Group

**In attendance:**

Mr Trevor Nash	Chief Executive
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**1. To receive and adopt the Directors' Report and the Statement of Accounts for the period ended 31 March 2014.**

Trevor Nash provided a summary of the Association's accounts and explained that, in accordance with the budget there had been a small loss over the year. Andrew Launn raised the question of forward planning to prevent the need for a significant rise in Membership fees once the desired position on reserves had been achieved. Trevor Nash responded that this would be considered when the 2015/2016 budget is prepared.

The adoption of the Directors' Report and Statement of Accounts was proposed by Bernard Anderson, seconded by Jeremy Hodge and carried unanimously.

## **2. To confirm the appointment of the Chairman and Directors of the Association.**

Trevor Nash explained that as Mike Lawson had been the only nomination for Chairman there had been no need to conduct a ballot. Two Members, BSI and Ascetiva Group are entitled to nominate a Director as a right and that meant there was a need to appoint a further three Directors. There were two nominations, Carolyn Harris and Bernard Anderson, for the remaining three positions and there was no need to conduct a ballot.

Mike Lawson informed Members that in accordance with the Memorandum and Articles, the Management Committee propose to co-opt a Member to fill the remaining vacant position.

Confirmation of the appointment of Mike Lawson as Chairman, Bernard Anderson and Carolyn Harris as Directors and the proposal to co-opt a further Director was proposed by Andrew Launn, seconded by Alan Wells and carried unanimously.

The Chairman reported that Ian Knott is standing down as a Director of the Association after serving in that role many years. He had also taken on the position of Acting Chief Executive for a period following Tim Inman's death. Members expressed their appreciation of Ian's contribution to the work of the Association and asked for their thanks to be recorded.

## **3. To appoint Dyke Yaxley, Chartered Accountants, as Accountants of the Company to hold office until the end of the next general meeting of the Company at which accounts are considered at a fee to be agreed with the directors of the Company.**

Trevor Nash explained that Dyke Yaxley have been the Association's accountants for a number of years and provide registered office, accounting and payroll services. The total annual costs are currently approximately £3,300. They provide a good service and there have been no issues with them. The appointment of Dyke Yaxley as the Association's accountants was proposed by Bernard Anderson, seconded by Keith Goddard and carried unanimously.