

INTERNATIONAL EXECUTIVE COMMITTEE
BOARD OF DIRECTORS
PART 1 MINUTES

Date of Meeting Thursday 5th September 2024

Time: From 0900 to 1100

Venue Hampton by Hilton Hotel, Torquay

Minute Taker CEO Alan Lees

Quorum Yes

Chair Richard Critchley

Attendance

Members

Name	Position	Present (P)/Apology (A)
Mr R. Bird		P
Mr N. Burrows		P
Mr. R. Critchley	Chairman	P
Mrs. S. Evans BSc (Hons)		P (Teams)
Mr. B. Haley		P
Mr. D. Jeans		P
Mr. R. Jones		P
Mr. M. Judson		P
Mr B. Mabbutt		P
Mr R. Michaelides		P
Mr C Morgan		P
Mr. A. Orchard		P (Teams)
Mrs. K. Rowley QPM	Vice Chairman	P
Mr. A. Ramiz		P
Mr. R. Watson		A
Mr. P. Van Tromp		P
Alan Lees	Chief Executive Officer	P
Steve Wilcock	Deputy Chief Executive	P
Richard Atkinson	Financial Controller	P (Teams)
Sophie Maxwell- Clayton	Marketing Manager	A

Observers-

Name	Position
John Birkenshaw	Leeds Branch
Paul Hayes	Cardiff Secretary

1. Welcome by Chair

Richard Critchley welcomed Members to the meeting. It was agreed by the Directors that the three observers, who will soon be Directors, can take part in the Part 1 meeting.

2. Attendance

3. Apologies

None

4. Declaration of Interests

None. Members were asked to submit their annual Declaration of Interests return to the CEO

5. Minutes From Previous meeting 10th July and any matters arising

The Minutes were agreed and there were no redactions

6. Matters Arising

- The revised DPO Guidance from Regulatory Solutions will be circulated by the DCEO to Branches

7. Finance

- RA presented the 6 month interim accounts from January to June 2024. These were proposed by PVT and seconded by RM and carried
- RA will produce an explanatory note on financial management and accounts and the amalgamation of codes. It was agreed that there needs to be a read across between the account headings and those on Quickbooks, which RA will review.
- RA also presented the latest financial information to date, which was noted.

8. Governance

- Incorporation. RC gave a verbal update on the current position. He reminded the current and new Directors of their roles and responsibilities and confidentiality
- CEO updated Directors that a due diligence process for contractors and service providers was in place, which would be managed by the CEO. The Directors

moved that NARPO would continue with Regulatory Solutions and their current contracts.

- Treasurers training had been completed and a revised Branch Guidance document will be circulated. A video of the training will be produced.
- The specialist advice on VAT and Membership subscription should be available after 12th September to Parsons for them to consider and advise the Board.
- DJ raised a query regarding Governance and submission of papers to the meeting. The process is that they are submitted to the CEO and the Chair decides the Agenda. The paper submitted by DJ will go to the November NEC meeting.
- The Directors thanked RC and the CEO for their work on Incorporation.

9. Report of Conference Sub Committee

Given by: Kate Rowley

- KR gave a verbal update to the meeting with the main Conference arrangements.

10. Any other urgent and non controversial business

None

11. NEC Meetings 2025

- 5th February -Humber View Hotel, Hull
- 7th May- Holiday Inn, Ipswich
- 9th July- The Riverside Hotel, Salisbury
- 12th November- to be confirmed

12. Date of Next Meeting

- **2pm Wednesday 13th November 2024, Hilton Garden Inn Luton North**

Signed



R Critchley

Chair

Date 13th November 2024