



**MINUTES OF THE TWENTIETH ANNUAL GENERAL MEETING HELD ON WEDNESDAY  
6 SEPTEMBER 2017 AT THE INCUBA, 1 BREWERS HILL ROAD,  
DUNSTABLE, BEDFORDSHIRE, LU6 1AA**

**Members present:**

Mr Matt Gantley	NQA – Chairman
Mr Keith Goddard	The British Assessment Bureau
Ms Nonn Reynolds	BSI
Mr Wayne Thomas	SIRA
Dr Jeremy Hodge	BASEC

**In attendance:**

Mr Trevor Nash                      Chief Executive

Apologies were received from Gary Charlesworth (Avalon Certification).

Trevor Nash confirmed that the meeting was quorate.

**1. To receive and adopt the Directors' Report and the Statement of Accounts for the period ended 31 March 2017.**

Trevor Nash provided a summary of the Association's accounts and explained that, in accordance with the budget, and in order to continue with the planned reduction in reserves, there had been a loss of £7887 over the year, which was slightly less than the budgeted loss.

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

**2. 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 £3,750. 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 Keith Goddard, seconded by Wayne Thomas and carried unanimously.