

**Minutes of the Annual General Meeting for AECB Ltd
Held at ADAPT, UEA
At 9:00am on 16th July 2016**

Association for Environment Conscious Building Ltd. Company No 5336768



Declaration of interest: All members were reminded that they should state at the beginning of the meeting any declarations of interest for any of the agenda items. Once stated the member cannot vote on the item and if ruled by the Chair must leave the meeting during the discussions and voting.

Directors present: Peter Wilkinson [Chair], Fran Bradshaw [Vice Chair], Paul Jennings [Treasurer], Mark Siddall, [Secretary to the Board] Julia Bennett, Paul Bourgeois, Chris Herring, Gary Wilburn, Peter Wilshaw.

Apologies: Nidhi Shah, Mischa Hewitt, Phil Newbold.

Others present: Andy Simmonds [AECB CEO], AECB members.

Item nr.	Minutes
1	Declarations of Interest: There were no declarations of interest
2	<p>Approval of minutes from the previous year's AGM</p> <p>Minutes of the AECB Annual General Meeting held on 20th June 2015, having been previously published on the AECB website were read to the meeting.</p> <p><i>The minutes of the AECB Annual General Meeting held on 20th June 2015 were accepted by those present as a true record of the proceedings.</i></p> <p>Proposed: Andy Hamilton Seconded: Julia Bennett Vote: Carried.</p>
3	<p>Accounts for the previous year [1st October 2014 – 30th September 2015]</p> <p>The Treasurer [Paul Jennings] gave an overview of the accounts and answered questions.</p> <p><i>The accounts for the financial year 1st October 2014 – 30th September 2015 were accepted by those present as a true record of the finances of the Association.</i></p> <p>Proposed: Peter Wilkinson Seconded: Fran Bradshaw Vote: Carried</p>
4	<p>Trustees annual report on activities to the year ending 30 September 2015</p> <p>The Trustees report had been published on the AECB web site.</p> <p><i>The annual report for the year ending 30th September 2015 was accepted by those present as a true record of the affairs of the Association.</i></p> <p>Proposed: Peter Wilkinson Seconded: Sally Starbuck Vote: Carried.</p>
5	<p>Amendment to Article 5</p> <p>Trustee Mischa Hewitt proposed an amendment to Article 5 of the Articles of Association requiring that all people present at a Trustee Meeting should have to declare an interest if its relevant to the discussion. The proposed amendments include:</p> <p>5.6 Whenever a Person who is not a trustee is present at trustee meeting and has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee the Person concerned must:</p> <p>5.6.1 declare an interest at or before discussion begins on the matter.</p> <p>5.6.2 withdraw from the meeting for that item unless expressly invited to remain in order to</p>

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	<p>provide information.</p> <p>5.6.3 withdraw during the vote.</p> <p>Proposed: Julia Bennett Seconded: Fran Bradshaw Vote: Approved by all attendees</p>
6	<p>Retirement of Trustees of the Board</p> <p>Peter Wilkinson, Fran Bradshaw, Mark Siddall, Phil Newbold, Mischa Hewitt, Chris Herring, Nidhi Shah, Peter Wilshaw, Gary Wilburn and Paul Bourgeois retained their tenure in accordance with article 12.5 of the Articles of Association.</p> <p>Julia Bennett, Paul Jennings, retired from the board in accordance with article 12.5 of the Articles of Association.</p>
7	<p>Election of Trustees of the Board</p> <p>Julia Bennett and Paul Jennings stood for re-election to the board.</p> <p>Having no other nominees before the AGM both members were unopposed.</p> <p>Officers [Chair, Vice Chair and Secretary to the Board] to be elected at the next Board meeting following the AGM.</p>
8	<p>Appointment of the Company's accountants:</p> <p>The Trustees proposed Keith Bridgford Accountants, Ilkley, West Yorkshire to be the Company's accountants for the forthcoming financial year.</p> <p>The meeting approved the appointment of Keith Bridgford Accountants.</p> <p>Proposed: Peter Wilkinson Seconded: Peter Wilshaw Vote: Carried.</p>
9	<p>Trustees' Earnings:</p> <p>In accordance with articles 5.1, 5.2.1 and 5.3 of the Articles of Association, the meeting agreed that the limit of earnings that any trustee can claim for work carried out on behalf of the AECB should remain at £5,000.00 in any financial year.</p> <p>Proposed: Ken Bailey Seconded: Andy Hamilton Vote: Carried.</p>
	<p>Conclusion</p> <p>The meeting ended at 9.30am.</p>

Signed:.....

Dated:.....

Chair: