

Minutes of Meeting

Annual General Meeting (“AGM”) of Green Purposes Company Limited (“the Company”)

G03532.001

Company Number SC529326

Date of Meeting: 16th June 2020

Location: Virtually via Microsoft Teams

Attendees: Trevor Hutchings (Chair);
Peter Young;
James Curran;
Tushita Ranchan; and
Robin Teverson;
David Smith on behalf of Turcan Connell Company Secretaries Limited

1. Apologies

There were no apologies.

2. Matters Arising

The previous Minutes were reviewed. It was noted that the expenses claim form had been updated. The Minutes from the last AGM were then approved.

3. Review of Articles of Association

The Trustees reviewed the Articles of Association and agreed to amend the Articles so that the Trustees can be remunerated. This decision was taken in light of discussions regarding succession planning for Trustees and benchmarking against other public service bodies .

4. Term Renewal

All of the existing Trustees confirmed that they are willing to remain in post for at least another 12 months.

5. Review of Conflicts of Interests Register

The Trustees reviewed their declarations of interests and agreed to submit an updated register if required.

6. Appointment of Office Bearers

- i) The Trustees confirmed that Trevor Hutchings will replace Peter Young as Chair of the Company for the next 12 months. The Trustees noted their thanks to Peter Young for his time as the Chair.
- ii) The Bank Administrators would continue to be James Curran and Trevor Hutchings.
- iii) The Web Administrator would continue to be Peter Young.
- iv) Trevor Hutchings would continue to administer the Twitter account.

7. Review Board Attendance and Performance

The past year's board attendance and performance of the Trustees was discussed. The Trustees had full attendance at all meetings except on one occasion when one Trustee was unable to attend. It was noted that the Trustees had achieved all of their key goals including delivering reports and meeting statutory regulations on time.

The Trustees reviewed their training needs and agreed to put aside a small budget for attending external events relevant to the GPC.

The Trustees agreed that it was not proportionate for an independent evaluation of the Trustees' performance to take place.

8. Review of Company Policies

The Trustees reviewed the current company policies and agreed that no amendments were necessary.

9. Review and Approved Contracted Services

The Trustees agreed to continue with the appointment Scott-Moncrieff as the Company's Accountant and Auditor, Turcan Connell as Legal Advisor and Company Secretary and Digital Forest as the Website Administrator.

10. Review and Approve Company Accounts and Tax Return

The Trustees approved the accounts and tax return for the year ended 31st March 2020. The accounts and tax return were signed by Peter Young and the Trustees confirmed that they had been submitted to Companies House and HMRC respectively.

11. AOB

There was no further business and the Chair declared the meeting closed.

Signed by the Chair:
