

CAMBRIDGESHIRE HORIZONS

Agenda Item No: 7

COMPANY SECRETARY REPORT

To: **Cambridgeshire Horizons Board**
Date: **10th December 2008**
From: **Mike Parsons, Company Secretary**

Purpose: **To update the Board on various matters of governance.**

Recommendation: **That the Board approve where necessary.**

Contact:	Name: Job Title: E-mail address: Telephone No.	Mike Parsons Company Secretary mike.parsons@cambridgeshire.gov.uk 01223 699232
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1. COMPANY SECRETARY

Effective from today's meeting, Mike Parsons has resigned as Company Secretary. The Board is invited to appoint Mark Lloyd as Company Secretary with immediate effect.

2. MEMORANDUM & ARTICLES

The changes approved by Member Organisations and endorsed by the Board have been notified to Companies House. Revised versions of the Memorandum and Articles are available from the Company Secretary.

3. REGISTER OF INTERESTS

All Board Members completed a copy of the Register on appointment. Board Members are advised to ensure they keep their Register entry up to date – a blank form is attached if Board Members need to update their details.

Board Members are also advised to ensure that offers of hospitality are also registered in accordance with any codes of conduct that they are subject to via their nominating organisation. Advice is available from the Company Secretary.

4. DIRECTORS' REPORT & ACCOUNTS

Elsewhere on today's agenda is the Directors' report and Annual accounts for approval. These will be filed with Companies House once approved.