

**PRIVATE & CONFIDENTIAL**

**UoE Accommodation Limited**

Minute of a Meeting of the Board of Directors  
12.30pm Friday 29<sup>th</sup> May 2015  
Room G5, 9-16 Chambers Street, Edinburgh EH1 1HT

Present: Mr P.McNaull (Director), Mr R.Kington (Director), Mr D.C.I. Montgomery (Company Secretary), Ms C.Barnish.

**1. Apologies**

None.

**2. Minutes of the Meeting held on 13<sup>th</sup> February 2015**

Approved.

**3. Matters Arising**

Noted that an analysis of Agents' Commissions had been provided.

**4. Progress Report / Management Accounts**

Commentary and report presented by CB for period to 30<sup>th</sup> April 2015.

Noted that AS were addressing the procurement of new budgeting, forecasting and reporting software.

The Board resolved to gift-aid its taxable profit for the year to 31 July 2015 to its parent, the University of Edinburgh.

**5. Three-Year Business Plan**

The Three-Year Business Plan was presented by CB, in response to an earlier request by PGM. The Board discussed and accepted the content of the Plan.

**6. Internal Audit Report**

The draft responses to an Internal Audit covering aspects of financial management processes within Accommodation Services were presented by CB, and noted by the Board.

**7. Risk Register**

The latest iteration was tabled by RK.

**8. Any Other Business**

Noted:

- The Company's FoI Publication Scheme had been updated and provided to OSIC before the end of May, as scheduled. Henceforth, Company minutes will appear on the Edinburgh First web site.
- A new childrens' Nursery to be sited at Roslin was under consideration.

**7. Date of Next Meeting**

August 2015.

Signed: .....

Date: .....