

OTTERPOOLPARK LIMITED LIABILITY PARTNERSHIP

MINUTES OF THE BOARD

Date: 15 July 2020

Place: Westenhanger Castle, Stone Street, Westenhanger, Hythe, Kent,

**Executive Directors present: Cllr Jenny Hollingsbee, Cllr Rebecca Shoob,
John Bunnett, Andy Jarrett,**

Non-Executive Directors present: Luke Quilter, Dinah Roake, Sally-Anne Logan

Others present: Julia Wallace, Dave Shore, Donna Brace

1. APPOINTMENT OF CHAIR

Report No. 1 recommended the appointment of a chair of the board

DECISION: To appoint Luke Quilter for 12 months

2. CODE OF CONDUCT FOR DIRECTORS

Report No 2 appended a draft code of conduct for directors.

DECISION: To adopt the code of conduct appended to report No: 2

3. DECLARATIONS UNDER THE CODE

There were no declarations.

4. PROCUREMENT POLICY

Report No 3 recommended the adoption of the procurement policy appended to the report.

DECISION: To adopt the procurement policy appended to the report.

5. SCHEME OF DELEGATIONS

Report No 4 set out a proposed scheme of delegations

DECISION: To approve the scheme of delegations appended to the report.

6. MEETING DATES 2020/21

Report No 5 as amended suggested a schedule of meetings for the financial year 2020/21.

DECISION: That the board meet on the following dates:

18th September 2020

13th November 2020

7. CHANGE OF REGISTERED OFFICE

Report No 6 outlined the proposals for an office at the former racecourse and recommended that the Limited Liability Partnership should move its registered office once the move to those offices is completed.

DECISION: To change the registered office of Otterpool Park Limited Liability Partnership from the Civic Centre, Castle Hill Avenue, Folkestone, Kent to the offices at the former racecourse once the move to those offices is completed.