

**Chartered Institute of Logistics and Transport in the UK**  
**Minutes of the Annual General Meeting held at 17.30 at**  
**The Chesford Grange Hotel, Kenilworth on Thursday 9<sup>th</sup> June 2017**

**Present:**

Richard Wilding	Chairman CILT(UK), in the Chair (RW)
Kevin Richardson	Chief Executive
Andrew Weatherill	Company Secretary

Plus 23 other members of the Institute.

The meeting commenced at 17:30

RW welcomed those attending the meeting. RW advised that the President, Robin Proctor, had requested RW to offer to Chair the meeting, subject to approval of the meeting.

RW asked those members present who were FOR and AGAINST RW acting as Chairman.

**The meeting unanimously voted FOR RW to Chair the Meeting.**

RW confirmed that the meeting had been appropriately called with 21 days notice provided in accordance with the 2011 Articles of Association.

RW confirmed that with more than 10 members present the meeting was quorate.

Copies of the draft minutes of the 2016 AGM had been provided to all attendees at the meeting. RW asked if there were any points to raise or amendments required. None were raised.

RW sought approval of the 2016 AGM minutes by a show of hands.

**The meeting unanimously approved the 2016 AGM minutes.**

RW advised the meeting has to consider and vote on two ORDINARY RESOLUTIONS. One to adopt the 2016 Directors' Report and Financial Statements and one to re-appoint the auditors. RW advised that members cannot change the resolutions but have the opportunity to make comments and ask any questions.

RW confirmed that there were NO PROXY VOTES REQUESTED OR CAST before the deadline of 16:30 of Monday 5 June 2017.

RW read out resolution 1:

**To consider, and if thought fit, to adopt the Accounts for the year ended 30 September 2016 and the reports of the Directors and Auditors.**

RW advised the meeting that a draft Directors' Report and Financial Statements for the y/e 30 September 2016 had been considered by the Audit and Finance Committee of the Institute on 7 June 2017, and that these will be considered by the Board on 22 June 2017 Subject to approval they will be filed with Companies House prior to the 30 June 2017 filing deadline and filed with the Charities Commission prior to the 31 July 2017 filing deadline.

**As a result of the draft status, RW advised that this resolution cannot be voted on.**

RW read out resolution 2:

**To reappoint Mazars LLP as Auditors and to authorise the Directors to agree their remuneration.**

RW asked if there were any comments or questions. There were no comments or questions.

RW asked for a show of hands FOR and AGAINST the resolution.

**The meeting unanimously voted FOR the resolution to reappoint Mazars LLP as Auditors and to authorise the Directors to agree their remuneration.**

RW thanked the members for attending the meeting and advised that it would be followed by the announcement of the 2017 Board election results.

**RW declared the meeting closed at 17:39.**

DRAFT