Action Summary:

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| Who | Action |
| Gavin  | Revisit clients over life time allowance to go into DB scheme |
| PP | Origo to be discussed further – R.H and A.H can’t see any major benefits for CJ’s business model |
| Adam | Scheme over/under payments excel sheet |
| PP | To contact Leonard to provide P45/P60’s for event scheme report E.G Mersey & Varley  |
| R.H | To insert fund value when each drawdown taken |
| Stacey / PP | Going forward PP to request documents to support drawdown form to ensure P60, PAYE to be issued at the same time – PP to chase Leonard on this as Gavin previously instructed |
| PP | To go direct to CJ with P60’s & P45’s then CJ send to clients  |
| Gavin/D.N/CJ | Review LKL being a DB scheme |
| A.H | To send annual client account statements to PP |
| Gavin | To send over Calculations/Excel Sheet to R.H & A.H (SPMI Calculator) |
| Stacey | To send a copy of tax return to CJ |
| PP, R.H & D.N | PP to put a resolution in place, R.H to provide all details required for Tony to sort (R.H to associate company to the MGI 1 scheme & company resolution- use D.N wording) |
| PP | To provide a list of information required so CJ can create an application pack |
| CJ | To create application pack subject to PP’s acceptance |
| CJ | To provide PP with information if they are aware of any transfers that are coming in |
| CJ | To provide scheme report annually  |
| CJ | To send SH01 chaser sheet to PP to keep on top of preference share issue dates |
| Gavin | To provide CJ with resignation letter for Mersey 55, P Varley & Magnolia Trustee Scheme |
| CJ | CJ to provide PP with final report for Mersey 55 & P Varley  |
| Gavin& CJ | Justify original £10K payment out for Joval Dairy Relief Services Pension Scheme, Gavin suggested payment to be identified as scheme administration costs. Gavin to send copy of resolution and CJ to do resolution (Gavin to supply all wording)  |
| R.H | Get clarification from LKL on bringing Julie Gordon in at 1.25 |
| PP & CJ | LKL report now completed and received, some amendments required |
| A.H | To review schemes that require an ‘Independent Trustee’ and provide information to PP  |
| CJ | To call Joe Bloggs to confirm current company situation and update PP with outcome  |
| Gavin | To send wireframes of Fintech over to CJ to see how it looks |
| Gavin | To keep CJ posted on Fintech/Capita |
| D.N | To do trustee tool kit 1-11 members before we look into the independent trustee further  |
| PP | To send email to Transact to advise no in specie transfers are in Titan scheme |