



Booth Financial Services Limited

INDEPENDENT FINANCIAL ADVISERS
Coopers House
65 Wingletye Lane
Hornchurch
Essex
RM11 3AT

t: (01708) 478139
f: (01708) 478777
e: enquiries@boothfs.com
w: boothfs.com

G McCloskey Esq
Pensions Practitioner
Daws House
33-35 Daws Lane
London
NW7 4SD

8th August 2011

Dear Gavin,

Re: New Horizons Retirement Benefits Scheme.

Please find enclosed the minutes signed by all Trustees of the above scheme confirming the final allocation of the £200,000 contribution for the tax year 2011/2012.

I trust you find these to be in order, however, if you do have any queries please do not hesitate to contact me.

Kind regards,

Philip Booth

Enc.

Trustees of the New Horizons Retirement Benefits Scheme

Meeting Minutes

Opening:

The second meeting of the Trustees of the New Horizons Retirement Benefits Scheme was called to order at 6:00pm on 2nd August 2011 in The Boardroom of Glenny House, 56 Longbridge Road, Barking, Essex, IG11 8RW by Nicholas Vivian.

Present:

Nicholas Vivian
Mark Stevens
Paul Dawson
Geoff Spiller
Richard Fletcher

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Open Issues

The purpose of the meeting was to agree how the Company's contribution to the pension scheme of £200,000 was to be applied to each member's individual account, having regard to the changes in pensions legislation effective 06 April 2011.

C. Resolution and Agreement

It was agreed that the Trustees under the direction of the Company, will allocate the remainder of the £200,000 contribution into each active members account for the tax period 20011/12 under 17.4.1 of the Existing Provisions of the governing Trust Deed and Rules.

Balances to be applied as follows:

N C Vivian - £33,771
M P Stevens - £27,887
P Dawson - £42,558

The Trustees will apply the investment of funds in the accounts in accordance with the governing Trust Deed and Rules.

Adjournment:

Meeting was adjourned at 6:30pm by N C Vivian.

Chair:

Minutes Approved by:

P Dawson

Minutes Approved by:

N Vivian

Minutes Approved by:

G Spiller

Minutes Approved by:

M Stevens





Trustees of the New Horizons Retirement Benefits Scheme

Agenda

ITEM:

Application of Company contribution of £200,000 to the scheme