



# Booth Financial Services Limited

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24<sup>th</sup> March 2011

Dear Gavin,

**Re: New Horizons Retirement Benefits Scheme.**

Please find enclosed the minutes signed by all Trustees of the above scheme confirming the allocation of the £200,000 contribution for the tax year 2010/2011.

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 10:00am on Thursday 17<sup>th</sup> March in Glenny House, 56 Longbridge Road, Barking, Essex, by Nicholas Vivian. 2011

### 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 2009 Budget and the matter of limiting tax reliefs for high paid individuals.

### C. Resolution and Agreement

It was agreed that the Trustees under the direction of the Company, will allocate up to the maximum permitted £20,000 into each active members account for the tax period 20010/11 under 17.4.1 of the Existing Provisions of the governing Trust Deed and Rules. The balance of funds will be held in the general account until such time that the Trustees are directed by the Company how those funds should be applied.

Balances to be applied as follows:

N C Vivian - £16,448  
M P Stevens - £19,390  
P Dawson - £12,172

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 10:30am by Nicholas Vivian.

Chair:

Minutes Approved by:

P Dawson

Minutes Approved by:

N Vivian

Minutes Approved by:

G Spiller

The block contains three handwritten signatures. The first signature, in black ink, is for P Dawson. The second signature, also in black ink, is for N Vivian. The third signature, in blue ink, is for G Spiller.

Minutes Approved by:

M Stevens

A handwritten signature in black ink, consisting of a stylized 'M' followed by a long horizontal line.

# **Trustees of the New Horizons Retirement Benefits Scheme**

## **Agenda**

**ITEM:**

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