

Martyn Williams report-LRA meeting 03.10.16

Agenda item 5-REPORT on Progress on Incorporation

-The assets of the Association are scheduled to be transferred by way of donation to the Company on Friday 30th September.

-Paula is drawing up closing accounts for the Association and opening accounts for the Company as at that date.

-Paula is contacting Companies House and HMRC to change our FYE for the Company from the date given to us when the Company was formed to the calendar year end.

-Paula is contacting HMRC to register the Company as trading from the 1st October and to establish that we should be exempt from corporation tax.

-Companies House records now include our new registered office and the 6 new directors.

-Subject to some minor amendments we have adjusted our paper stationery to include the requisite company information on the following- a new letterhead

A revised invitation to join/renew membership

An email footer for official company emails

-Our web-master has added the company registration details to the web-site the blog and to Mail-Chimp. He has also prepared a paper on the rationalisation and standardisation of our e-media. Decisions need to be taken as to what we want and the web-master asked to put them into effect.