

**The Chartered Institute of Logistics and Transport in the UK
Minutes of the Annual General Meeting held at
De Vere Beaumont Estate, Burfield Road. Old Windsor SL4 2JJ
17:00 on Thursday 19 September 2024**

Present:

Andrew Weatherill Company Secretary CILT (UK) and member (AJW)

Plus 12 other members of the Institute and the Chief Executive Officer (Paul Adams).

The meeting commenced at ~17:00

AJW welcomed those attending and informed the meeting that the President had submitted apologies that he was unable to attend and Chair the meeting. AJW offered to chair this AGM in the President's absence and asked if there were any other nominees to chair the meeting.

No other nominees were made, and AJW sought approval to chair the meeting.

The meeting voted by majority to approve the Chair of the meeting being AJW.

AJW confirmed that the meeting had been called with 21 days' notice provided by entry in an article in the June 2024 edition of Focus in accordance with the 2011 Articles of Association.

AJW confirmed that the meeting is quorate with 13 eligible members in attendance, which is greater than the 10 required.

AJW confirmed that copies of the draft minutes of the 2023 AGM held on 22 June 2023 have been made available on the Company's website and are available at the meeting. AJW asked the meeting if there were any questions. None were raised.

AJW asked the meeting to vote for, against or abstain for the approval of the minutes.

The meeting voted to approve the 2023 AGM minutes.

AJW confirmed the 2023 AGM minutes were approved.

AJW advised the meeting has to consider and vote on two ORDINARY RESOLUTIONS. One to adopt the 2023 Directors' Report and Financial Statements and one to re-appoint the auditors and authorise the directors to agree their remuneration.

AJW confirmed that there were NO PROXY VOTES REQUESTED OR CAST.

AJW read out Resolution 1:

**To consider, and if thought fit, to adopt the Accounts for the year ended 30th
September 2023 and the reports of the Directors and Auditors.**

AJW advised that the "Accounts", i.e. the Directors' Report and Financial Statements, had been considered and approved by the Board on 18 January 2024 and subsequently signed by 2 Directors on 18 January 2024 and the auditors on 19 January 2024.

AJW asked if there were any comments or queries.

A question was raised regarding the Standard Industry Classification (SIC) as reported on Companies House and whether this was appropriate to be recorded as a Charity or a Professional Membership Body.

There was a debate from the floor through the Chair of the meeting, including the Chief Executive Officer, Paul Adams, who was in attendance, but not as a member. The debate widened from the SIC point and included the balance between Charitable Activities and the activities of a Professional Membership Body.

Concluding the discussion, AJW advised that the SIC point had not been raised at any point by the Auditors but would be investigated and if required advice taken and any amendment required would be made.

AJW asked the meeting to vote for, against or abstain for Resolution 1.

The meeting voted by a majority for Resolution 1 to adopt the Accounts for the y/e 30 September 2023 and the reports of the Directors and Auditors.

AJW confirmed that the Accounts and the reports of the Directors and Auditors for the year ended 30 September 2023 were adopted.

AJW read out Resolution 2:

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

AJW asked if there were any comments or questions.

A question was raised from the floor regarding legal requirements for Auditor Rotation. AJW advised that there is no legal requirement for Auditor rotation. The Policy of the Auditors covers rotation of Partner and Senior Manager and under this policy the Audit Partner has recently been changed.

AJW asked the meeting to vote for, against or abstain for Resolution 2.

The meeting voted by a majority for Resolution 2 to reappoint Forvis Mazars LLP as Auditors and to authorise the Directors to agree their remuneration.

ABJ confirmed that Forvis Mazars LLP were reappointed as Auditors and the Directors authorised to agree their remuneration.

AJW thanked the members for attending the meeting.

AJW declared the meeting closed at ~ 17:20.