

Company number: 04608905

Costs Lawyer Standards Board Ltd
Thursday 10 November 2011 at 9.00 am
meeting held by email

Present: Graham Aitken (Chair)
Mike Lockwood
Richard Allen
Phil Bellamy
Marc Brooks

In attendance: Lynn Plumbley (Chief Executive)

1. Chair & Quorum

Graham Aitken chaired the meeting. It was noted the meeting was quorate.

2. Disciplinary Rules & Procedures

The board was advised that the LSB had granted an exemption to consultation and accordingly the board **approved** the changes as presented to the Disciplinary Rules and Procedures with immediate effect.

3. Guidance Notes

The board noted both the CPD and First-Tier Complaints Procedure guidance notes that will be accessible through the CLSB website.

4. Change of Accountants and Registered Office

The board was advised that new Accountants (agp) had been appointed and that their offices would now be the registered office of the CLSB: Sycamore House, Sutton Quays Business Park, Sutton Weaver, Runcorn, Cheshire WA7 3EH.

5. AOB

There being no further business the Chair declared the meeting closed.

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Chairman