

Company number: 04608905

Costs Lawyer Standards Board Ltd (the "Company")

Minutes of meeting held by phone

Tuesday 11 January 2011 at 10.00 am

Present: Lynn Plumbley (Chair)
Victoria Hopkins

1. Chair & Quorum

It was agreed Lynn Plumbley would chair the meeting. It was noted a quorum was present.

2. Expenses Policy

There was presented to the meeting a proposed non-executive board expense claim policy headed "Travel & Subsistence Policy, Non-Executive Board" and supporting electronic claim form headed "Non-Executive Board Expense Claim Form".

After careful consideration of the documents, it was **agreed** that the policy be adopted and the claim form put in use with immediate effect for Non-Executive Directors of the Company.

3. AOB

There being no other business the meeting was declared closed .

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Chairman