

Company number: 04608905

**Costs Lawyer Standards Board Ltd (the "Company")**  
**Minutes of meeting held by email**  
**Monday 4 November 2013 at 9.00 am**

Present:                   Graham Aitken (Chair)  
                              Richard Allen  
                              Marc Brooks  
                              Gillian Milburn

In attendance:         Lynn Plumbley

**1. Chair & Quorum**

The Chair declared the meeting open, it was noted a quorum was present.

**2. Non-Executive Director Appointment (Lay Person)**

It was agreed that with immediate effect David Gamble be appointed as a Lay Non-Executive Director of the Company for an initial term of 2 years, subject to acceptable references being received.

**3. Companies House**

The Company Secretary was instructed to notify Companies House of this appointment as soon as possible.

**4. Vice-Chair**

The board noted Gillian Milburn had agreed to take up the position of Vice-Chair with immediate effect and approved the appointment.

**5. AOB**

There being no other business the meeting was declared closed.

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Chairman