

MATTERS ARISING

This paper gives an indication of the progress on each item.

- **Standing Financial Instructions**

A delay has taken place on this item due to the hospitalisation of the Finance Director but the Instructions should be available for review at the October meeting. A Financial Procedures manual has been drafted however and this is addressed under Agenda Item 8.

- **Office accommodation**

Progress has been made by working parties concerning design, colour schemes and furniture and the selection of contractors will be shortly be completed.

Registration

- ~~Membership System Computerisation~~

A project steering group has been set up on which *inter alia* Marc Seale, Colin Lea and Paul Baker sit. The first meeting which will debate the way forward and appraise the current status of the project is scheduled for mid-October.

- **Audit Committee**

Suggestions for the role of the Committee have been received from BDO Stoy Hayward and will be discussed with those designated to form the Audit Committee.