

COVER SHEET

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| Report to meeting of: | Board of Directors |
| Date of meeting: | Thursday, 29 May 2014 |
| Title of paper: | Strategic Planning and Commercial Development – Transactions for Board Approval |
| Time required on agenda: | 5 Minutes |
| Executive Summary: | |
| <p>The purpose of the summary paper is to request the formal use of the Common Seal of the Trust on contract documents which are signed and sealed as a Deed in accordance with the requirements of the Trust Standing Orders and Scheme of Delegation.</p> | |
| Next Steps: | |
| <p>The Board are asked to approve the use of the Common Seal of the Trust in accordance with Standing Order 12.3</p> | |
| Submitting Director: | Peter Wozencroft |
| Action required: | <p>In accordance with the Trust Standing Orders and Scheme of Delegation, the Board are requested to provide approval for the use of the Common Seal of Trust as detailed on the attached pro forma Sealing of Documents</p> <p>The form of contract is JCT Minor Works Contract 2011</p> <p>The other party to the contract is Thomas Bow Ltd, Ashbow Court, 4-12 Middleton Street, Lenton, Nottingham, NG7 2AL</p> |

Sealing of Documents

Scheme title : Formation of Car Park, Dukeries, King's Mill Hospital

To: The Director of Corporate Services

The contract in respect of the above must be executed as a deed and the Common Seal of the Trust must be fixed to the documents.

The form of contract is;

JCT Minor Works Contract 2011

The other party to the contract is;

Thomas Bow Ltd, Ashbow Court, 4-12 Middleton Street, Lenton, Nottingham, NG7 2AL


In accordance with Standing Order 12.3, before any building, engineering, property or capital document is sealed it must be approved and signed by the Director of Finance, and countersigned by the Chief Executive Office and I would be most grateful if you could arrange for signature below to confirm this.

Director Finance  Dated *7th May 2014*

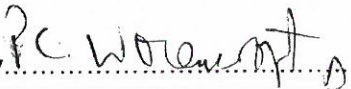
CEO  Dated *07.05.2014*

Upon receipt of this authorisation, I would be most grateful if you could arrange for the Board of Directors to authorize, by resolution, the use of the Common Seal of the Trust in this instance. Once the Board of Directors makes this resolution (as required under Standing Order 12.2.1) please could you append a copy of the appropriate minute to a signed copy of this pro forma.

On Board approval 2 copies of the completed contract documents will be handed to the Director of Corporate Services with a request that the Common Seal be affixed, witnessed by 2 authorised signatories and dated.

Proposed by Dated: 28 April 2014

Head of Estates and Facilities

Recommended by  21/5/14.

Director of Strategic Planning and Commercial Development

Date of Board Resolution.....

Date of Sealing.....

Please return a signed copy of this pro forma to the Head of Estates and Facilities Office