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DAVID MACBRAYNE LIMITED
MINUTES of the BOARD MEETING

held on Thursday 15 November 2018 at 3.00 p.m.

at the Ferry Terminal, Gourock, PA19 1QP and by telephone conference

[FOISA Status – Exemptions under Section 30 (Prejudice to effective conduct of public affairs) Section 33 (Commercial interests) and Section 36 (Confidentiality)]

Present: D C McGibbon (DMcG) (Chairman)
S M Browell (SMB) – by telephone
M Comerford (MC)
R Drummond (RD)
J Stirling (JS) – by telephone
A Tait (AT)

In attendance: R Hadfield (RH) - Assessor, Transport Scotland – by telephone
J Beckett (JB) – Finance Director
S R Griffin (SRG) – Company Secretary

Apologies: S Hagan (SH)

Item	Action
<p>1. APOLOGIES FOR ABSENCE</p> <p>Apologies for absence had been received from S Hagan, Director.</p>	
<p>2. DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>	
<p>3. ANNUAL REPORT & CONSOLIDATED FINANCIAL STATEMENTS TO 31 MARCH 2018</p> <p>The David MacBrayne Limited Annual Report & Consolidated Financial Statements to 31 March 2018, including the Auditor's Report, were noted. A Tait confirmed that the Audit & Risk Committee had carried out a full review of the DML Accounts, making some minor comments, and that J Beckett had confirmed to him that those changes had been incorporated. A Tait reported that the Audit & Risk Committee recommended approval of the DML Annual Accounts to the Board.</p> <p>The Board discussed minor comments received from R Hadfield and confirmed that the wording would remain as agreed with Transport Scotland for the CalMac Ferries Limited Accounts. A number of minor typos and wording clarification changes were agreed.</p> <p>The Board APPROVED the DML Annual Report & Accounts, subject to the agreed minor wording changes being made, and AUTHORISED them to be signed, on behalf of the Board, as follows:</p>	

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- D McGibbon, Chairman signed the Chairman's Statement.
- D McGibbon, Chairman and R Drummond, Director signed the Financial Statements.
- R Drummond, Director signed the Strategic Report, Business Overview and Directors' Report.

4. **MANAGEMENT REPRESENTATION LETTER**

The Board noted that the Audit & Risk Committee had reviewed the Management Representation Letter.

The Board **APPROVED** the Management Representation Letter and **AUTHORISED** it to be signed on behalf of the Board.

5. **EXTERNAL AUDITOR RE-APPOINTMENT**

It was noted that a tender for the External Audit work was being undertaken with the successful External Auditor to be appointed for the 2019/20 Accounts onwards. This process would be followed by a tender for the Internal Audit work.

6. **ANY OTHER BUSINESS**

There was no other business.

Signed:
D C McGibbon
Chairman

Date: