Secretariat Services Limited

Directors' report for the year ended 31 March 2007

The directors present their report and the accounts for the year ended 31 March 2007

Principal activities

The Company does not trade and consequently no profit and loss account has been produced in respect of the year Any costs incurred by the Company are paid on its behalf by Jarvis plc

Registered No: 3623281

Dividend

The directors do not recommend the payment of a dividend (2006 £nil)

Directors

The directors holding office during the year ended 31 March 2007, together with those who were appointed or resigned subsequent to that date, are shown below

M A A Akınlade (Appointed 27 October 2006)

T S Fuller (Resigned 27 April 2006)

S F Griffiths (Appointed 18 January 2007, resigned 5 April 2007)

K Hogg (Appointed 18 January 2007)

G K H Mason (Resigned 31 May 2007)

N J Miller (Appointed 28 June 2007)

J P O'Kane (Appointed 14 July 2006)

C A Vaughan (Resigned 22 April 2006)

P M Watts (Resigned 22 April 2006)

B L Westbrook

Statement of Directors' responsibilities

The directors are responsible for preparing the financial statements in accordance with applicable law and regulations

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law) The financial statements are required by law give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period In preparing these financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985 They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Audit

In accordance with Section 249AA(1) of the Companies Act 1985 the company was dormant during the whole of the year under review and is accordingly exempt from the obligation to appoint auditors

By order of the board

K Hogg

Secretary

310707



02/08/2007 COMPANIES HOUSE

Secretariat Services Limited

Registered No: 3623281

2007

Balance sheet at 31 March 2007

	Notes	31 March 2007 £	31 March 2006 £
Current assets Debtors - amount owed by parent undertaking Capital and reserves		2	2
Called up share capital	3	2	2

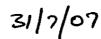
For the year ended 31 March 2007 the company was entitled to exemption by section 249AA(1) of the Companies Act 1985

Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985

The directors acknowledge their responsibility for

- ensuring the company keeps accounting records which comply with Section 221, and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, in accordance with requirements of Section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company

These accounts were approved by the board on



and were signed on its behalf by

Director

Notes to the accounts for the year ended 31 March 2007

1 Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 1985

2 Profit and loss account

The company did not trade during the year and consequently no profit and loss account has been prepared

3 Share capital

	31 March 2007	31 March 2006
	£	£
Authorised		
Ordinary shares of £1 each	1,000	1,000
Allotted, called up and fully paid		
Ordinary shares of £1 each	2	2

4 Ultimate parent undertaking

The company's immediate and ultimate parent undertaking and controlling party is Jarvis plc, registered in England and Wales, whose annual reports and accounts are available from the Company Secretary, Jarvis plc, Meridian House, The Crescent, York, North Yorkshire, YO24 1AW