

<<C
(Company nu
TED
tration No.>>)

Minutes of an ordinary meeting of <<Company Name>> Limited (the
"Company") held at <<Location>> <>.

PRESENT:		POSITION
		Director
		[Director]
		[Director] [Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

1. CHAIR

It was resolved that <<Name>> be <> meeting.

2. NOTICE AND QUORUM

The chair reported that enough notice <> been duly given and that a quorum
was present. The chair declared the <>.

3. APPROVAL OF PRIOR MINUTES

A draft of the minutes of the board <> <> was produced to the meeting.
It was unanimously agreed to <> at amendment and the chair was
authorised to sign them as a com <> tant meeting. [There were several
matters arising from these minutes <> discussed later in the meeting.]

4. DECLARATIONS OF INTEREST

[Each director present at the meet <> y] OR [confirmed that they did not
have any] direct or indirect interes <> ements that were to be considered
at the meeting which they were r <> ection 177 of the Companies Act
2006 and the Company's articles o <>

5. [MATTERS ARISING

The matters arising from the previous meeting were considered. These included <<Insert matters arising to be discussed>> and it was noted that further action was required in relation to <<Insert relevant matters>>.]

6. BUSINESS OF THE MEETING

The chair reported that this was a <<monthly/quarterly>> meeting of the board to discuss the day to day management of the company.

The business of the meeting was discussed and the board received updates on the following matters¹:

- the Company's activities and progress since the last meeting;
- the outlook for the Company;
- the Company's financial performance against budget;
- the risks for and management of the Company;
- [any other specific agenda items]

A list of items to action was then presented as follows:

Action Items	Owner(s)

<<monthly/quarterly>> meeting of the board to

and receive <<monthly/quarterly>>

last meeting;
specific matters;
Company's performance against

as follows:

	Status

In relation to each matter, the directors expressed their satisfaction and discussion of the matters to be discussed>>].

Matters requiring follow up were identified and the follow up required was noted as <<Insert relevant matters>> and the specific

questions, which were answered to the satisfaction of the board was made to <<Insert specific

relevant matters>> and the specific

7. DOCUMENTS PRODUCED

The following documents were [presented] OR [considered] in light of the business of the meeting:

<< List documents >>²

[presented] OR [considered] in light of the

8. RESOLUTIONS

¹ This is an example list of standard matters that could be discussed.
² This may be accounts, forecasts, sales or marketing.

is. This should be changed or adapted as required.

After consideration of the matters
WAS RESOLVED:

<< List resolutions >>³

That these be and are hereby ap
these resolutions.

9. NEXT MEETING

It was agreed that the next <<mon
<<Date>>.

10. CLOSE

There was no further business and

(1) of the Companies Act 2006, IT

ement is hereby directed to effect

of the board would take place on

ared that the meeting was closed.

.....
Chair

³ This may be resolving to proceed with e.g. a sales