

Minutes of a meeting of the partnership of <<Name>> (the “Partnership”) held at <<Location>> on <<Date>> at <<Time>>

PRESENT:		POSITION
	<<Name>>	Partner
	<<Name>>	Partner
	[Partner]	
	[Partner]	
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

1. [CHAIRMAN

It was resolved that <<Name>> as chairman of the meeting and <<Name>> took the chair of the meeting.

2. [NOTICE AND QUORUM

The chairman reported that notice of the meeting had been duly given in accordance with the partnership agreement and <<Insert Date>> (“Partnership Agreement”) and that a quorum was present. The chairman declared that the meeting was open.]

3. BUSINESS OF THE MEETING

The chairman reported that the business of the meeting was to consider the following matters [and, if thought fit, to consider any other matters and various matters relating to] <<Insert Relevant Details>>

4. DECLARATIONS OF INTEREST

Each partner present at the meeting declared their respective interests [in the Partnership Agreement] in accordance with clause <<Insert Clause Number>> of the Partnership Agreement in the Proposal.

¹ Our long form partnership agreement (CO.CD.04.14) requires the partnership as a whole to agree to the matters that should be included as per customer requirements. These are the matters that should be included as per customer requirements. These are the matters that should be included as per customer requirements.

5. [DOCUMENTS PRODUCED]

The following documents were produced during the meeting:

<<List Documents>> (“the

The documents were considered and attention was drawn to <<Insert Relevant Points of Note>>.

6. RESOLUTIONS

After consideration of the [Documents], IT WAS RESOLVED:

- that the terms of the [Document] is approved;
- [each Document should be executed in order to give effect to it; and
- that each and any [Partner] agree any such amendments to give effect to the [Documents] delivered as deeds (partners).]

7. CLOSE

There was no further business and the Chairman declared that the meeting was closed.

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Chairman