

<<Company Name>> PLC
(Company number <<Company Number>> and Registration No.>>)

Minutes of a meeting of the board of directors of <<Company Name>> PLC (the "Company")
held at <<Location>> on <<Date>>

PRESENT:	NAME	POSITION
	<<Name>>	Director
	[Director]	[Director]
	[Director]	[Director] [Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

1. NOTICE AND QUORUM

The chairman reported that sufficient notice had been duly given and that a quorum was present. The chairman declared that the meeting was open.

2. DECLARATIONS OF INTEREST

Each director present at the meeting declared that they did not have any] direct or indirect interests in any of the resolutions proposed at the meeting which they were required to declare under section 177 of the Companies Act 2006 and the Company's articles of association.

3. RESOLUTION

WITH a view to laying the accounts of the Company for the last preceding financial year and otherwise dealing with the ordinary business of the Company under section 336 of the Companies Act 2006 it was RESOLVED that the Company secretary to convene the annual general meeting by notice of not less than 21 days and for the purpose of identification initialled by the chairman and the Company secretary in due course to arrange for the registration of such accounts at Companies House.

4. CLOSE

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

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Chairman