**Company Name**

**Company Number: 12345678**

## Held: xxxxxxxxxx Date: xxxxxxxxxx Time: xxxxxxxxxx Venue: xxxxxxxxxx

**Present Amy Ainsley (Director) Ben Beecham (Director) Cath Coles (Director)**

## Don Davies (Company Secretary)

**Elen Eaves (Advisor, acting only in an advisory capacity)**

**Chairperson: xxxxxxxxxx**

**Minutes taken by: xxxxxxxxxx**

# Minutes of the Meeting of the Board of Directors

## Introductions, apologies and quorum.

e.g. The board welcomed Elen Eaves to the meeting who will be advising on grant funding applications.

Apologies were given by Fred Frances.

It was noted that a quorum of Directors was present at the meeting in accordance with the Company’s articles of association.

## Declarations of interest

e.g. None declared.

If any declared, ensure they are noted and entered into the appropriate register.

## Minutes of previous meetings

e.g. The Chair signed the minutes of the board meeting held on / / (and of the XYZ sub-committee meeting held on / / , copies having been circulated to the directors.

Or

Subject to minute no .…… being amended to read the minutes of the last meeting were

approved and signed.

## Matters arising from the minutes

e.g. There were no matters arising.

## Financial report

e.g. The following were produced and considered:

1. *list of bank balances as at / /*
2. *actual results compared to budgets*

# Minutes of the Meeting of the Board of Directors

*(a) cash flow forecast for the next 6 months.* ***Example of this can be found ‘Sample financial reporting monthly Board meetings’***

## Business items

e.g.

1. *Business Planning – it was resolved that the business plan needed re-visiting due to the unexpected loss of contract ABC and a drop in sales. A sub-committee formed of three directors (names) will work with the management team on a draft to present to the board at the next meeting.*

***Action: NAMES to work on a draft business plan for presentation in advance of the next meeting.***

1. *Risk Management - it was resolved that a risk management tool should be developed to enable the board to effectively monitor and manage risks to the business.*

***Action: NAME to research appropriate tools and propose a model for the next meeting.***

## Any other business

e.g. It was resolved that the company should look into an overdraft facility with the bank to ensure cash is available until further sources of income can be secured. Information on terms should be circulated to the board.

***Action: NAME to contact the bank and enquire about an overdraft facility and report back to the board by the end of the week.***

## Summary of actions agreed

(Optional – some boards like to re-cap on actions so that a clear table of actions can be prepared for the minutes which allows for quick reference to the actions at the following meeting. Others may choose to rely on the actions noted under each heading.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Action** | **Lead** | **Timescale** | **Progress (unless stated elsewhere on the agenda)** |
| Business Plan | Work on a draft business plan for presentation to the board in advance of the next meeting. | NAME on behalf of the  Business Planning sub-committee | Draft to be presented to secretary /chair 10 days prior to next meeting |  |
| Risk Management | Research appropriate tools and propose a model for the next meeting. | NAME | Model to be forwarded to secretary / chair 10 days prior to next board meeting for circulation to the board. |  |
| Overdraft Facility | Explore options with bank and report back to the board. | NAME | DATE |  |

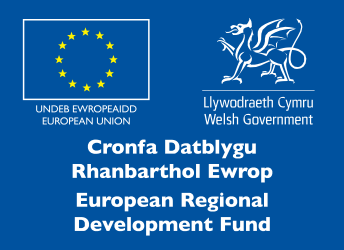
## Dates for Future Board Meetings

Next meeting / / .

## Close

There being no further business, the Chairperson declared the meeting closed.

Signed: Chairperson Date:

Minutes of the Board of Directors / /

