**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 First 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 financial reporting 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.

## Appointment of Chairperson.

It was resolved that Bette Davis be appointed chairperson of the board of directors.

## Company Formation

It was reported that the Company was incorporated on 1 September 2020 under Company Number 12345678. The following documents were presented to the meeting:

* + *Certificate of Incorporation was presented to the Board.*
  + *The Memorandum and Articles of Association filed at Companies House*

## Registered Office

It was noted that the registered office of the Company is situated at: ADDRESS.

## Directors

It was noted that the initial officers of the Company are:

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

Don Davies (Director and Company Secretary) Fred Frances (Director)

It was further noted that all officers had consented to act.

1. **Accountants & Auditors**

# Minutes of the First Meeting of the Board of Directors

It was resolved that the Company appoint ABC Accounting Ltd as accountants of the company.

It was reported that as the Company is a small company for accounting purposes it is not necessary to appoint auditors.

## Accounting Reference Date

It was resolved that the Company Accounts will be made up to 31 March each year and that the accounting reference date should be changed at Companies House.

## Bank

It was resolved that the Company should open a bank account with XYZ.

It was resolved that the necessary resolutions set out in the standard form of mandate (presented to the meeting, approved and of which a copy is annexed to these minutes) be duly passed and the mandate returned to the bank with specimen signatures of each of the signatories to the account.

## Share Capital (only if you have incorporated a company limited by shares)

It was noted that the initial share capital of the Company was £10 divided into 10 Ordinary shares of £1.00 each and that the capital had been fully subscribed by the subscriber(s) to the Memorandum of Association.

The Chairperson reported receipt of the sum(s) of £10 in the following proportion(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Amount paid** | **Number of shares** | **Share class** |
| e.g.  123 Charity Ltd (Parent Co) | £10.00 | 10 | Ordinary £1.00 shares of £1.00 each fully paid |
| or  Amy Ainsley | £10.00 | 10 | Ordinary £1.00 shares of £1.00 each fully paid |

## Register of People with Significant Control

e.g. It was resolved that there were no people with significant control to enter in the register.

e.g. It was resolved that 123 Charity Ltd should be entered in the register as a Relevant Legal Entity, owning 100% of the share capital and voting rights.

## Trading Entity

It was resolved that the Company should trade under the name GHI Trading.

1. **HMRC Registration**

# Minutes of the First Meeting of the Board of Directors

It was resolved that the Company should be registered with HMRC for VAT, Payroll and Corporation Tax purposes.

## Declaration of Interest

Pursuant to section 177 of the Companies Act 2006 each director presented:

1. *a note of any other directorships held and of companies involved with and which might in future form contracts or arrangements with the Company.*
2. *details in writing of the interests of the director and connected parties in shares and debentures for recording in the register of directors' interests to be kept.*

## Any other Business

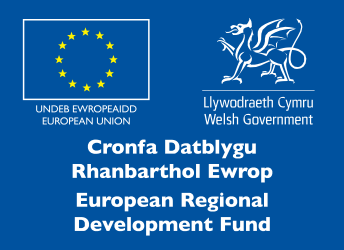
1. **Next Meeting**

It was agreed that the next meeting of the directors shall be held on 1 October 2020.

## Close

There being no further business the meeting was closed.

Signed: Chairperson Date:

Minutes of the Board of Directors / /

