

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

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

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

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1. CHAIRMAN

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

2. NOTICE AND QUORUM

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

3. DECLARATIONS OF INTEREST

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

4. PURPOSE OF THE MEETING

The chairman reported that the purpose of the meeting was to appoint a committee of the board (the Committee) to which to delegate certain of its powers and to consider the decisions for the purposes of <<insert>>

5. APPOINTMENT OF COMMITTEE

The chairman noted that << insert >> in the model articles >> of the

Company's articles of association committee. It was noted that the C member>>, <<insert name of mem Members).

the board's decisions to a e up of <<insert name of e of member>> (the Committee

[The chairman then reported that¹:

- the Committee must act in for regulating the conduct of
- the authority of the Comm being <<insert relevant det

t terms of reference>> established directors; and

ce the purpose of the Committee]

6. RESOLUTION

IT WAS THEREFORE RESOLVED

The Committee be formed and tha to fulfil the purpose for which the and to do all such acts and things its purpose [until such date as its a

ers be appointed to the Committee rmed as set out in these minutes ders necessary or desirable to fulfil

7. CLOSE

There was no further business a closed.

an declared that the meeting was

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Chairman

¹ If it is proposed that the Committee will be stated here.

ce and/or a long stop date, these should

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