

Board minutes template

A structure for recording board decisions at the time they are taken. Reconstructing minutes during a transaction is expensive and rarely convincing.

Heading

- ☐ Company name and registration number
- ☐ Type of meeting (board / general)
- ☐ Date, time and place, or note that it was held remotely
- ☐ Present, and in what capacity
- ☐ Apologies for absence
- ☐ Confirmation that a quorum was present

Body

- ☐ Declarations of interest, before the relevant item is discussed
- ☐ Approval of the previous minutes
- ☐ Each item: the matter, the discussion, the decision reached
- ☐ Resolutions in full, exactly as passed
- ☐ How each resolution was carried, and any abstentions
- ☐ Actions arising, with an owner and a date

Close

- ☐ Any other business
- ☐ Date of the next meeting
- ☐ Signature of the chair, and the date signed

Practical notes

- ☐ Record decisions, not a transcript of the discussion
- ☐ Write them within days, while recollection is accurate
- ☐ File signed copies with the statutory registers
- ☐ Keep them even for single-director companies