**[YOUR COMPANY NAME HERE]**

**Board Meeting Minutes**

**Meeting Date:** [DATE]

**Location:** [LOCATION]

**Start time:** [TIME]

**Present:** [DIRECTORS THAT WERE PRESENT]

**In attendance:** [ANYONE WHO WAS NOT A DIRECTOR BUT WAS PRESENT]

1. **Opening**
   1. **Apologies**

Apologies were received from [X] / No apologies for absence were received

* 1. **Conflicts of Interest Disclosures**

No conflicts of interest were declared / [X] declared a conflict of interest in respect of [Y]

* 1. **Previous minutes confirmation**

[The minutes of the previous meeting were laid before the meeting and confirmed as an accurate record.]

[or [X] proposed an amendment to the minutes in respect of [Y] which was accepted].

* 1. **Matters arising**

The actions summary from the previous meeting was reviewed and the following items were carried forward as not yet done or in progress:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Owner** | **Date arising** | **Due Date** | **Action** | **Comment/**  **Status** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Matters for decision**
2. **[AGENDA ITEM]**

[Minutes of discussion]

1. **[AGENDA ITEM]**

[Minutes of discussion]

1. **[AGENDA ITEM]**

[Minutes of discussion]

1. **[AGENDA ITEM]**

[Minutes of discussion]

1. **[AGENDA ITEM]**

[Minutes of discussion]

1. **Matters for Discussion**
2. **[AGENDA ITEM]**

[Minutes of discussion]

1. **[AGENDA ITEM]**

[Minutes of discussion]

1. **[AGENDA ITEM]**

[Minutes of discussion]

1. **[AGENDA ITEM]**

[Minutes of discussion]

1. **[AGENDA ITEM]**

[Minutes of discussion]

1. **Any Other Business**
2. **Date, time and location of next meeting**

Next meeting confirmed for [DATE] at [LOCATION] commencing at [TIME].

There being no further business, the meeting closed at 16:30.

Signed by the Chairman:

**Date \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_**

**……………………………………………………………………..**