**Company Name Limited**

Company Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minute of Directors’ Meeting

Place of meeting: [place]

Date and time: [day, month, year] at [time].

Directors Present: [Name, Name, Name]:

Others present*:* [other Names, eg company secretary?]

**1 Documents**

The following documents were produced to the meeting:

1.1 the certificate of incorporation

1.2 the Memorandum and Articles of Association

1.3 Form 10, as filed at Companies House

1.4 bank forms: mandate and resolution to appoint bank.

**2 Report**

The company had been formed by the subscribers named on the Memorandum of Association, and the first directors, the first company secretary and the registered office were as stated in Form 10.

**3 Declarations of interests**

[Name], as a director of [Name Limited], declared her interest in a proposed contract with the company [details, eg to make Wuthering Heights into a heritage theme park].

**4 Auditors**

It was resolved to appoint [Name] as the company’s auditors, and that their remuneration would be fixed by the directors.

*[or]*

It was reported that the company would be a small company for accounting purposes and that it would not be necessary to appoint an auditor.

1. **Bank**

5.1 It was resolved to appoint [Joseph’s Bank plc] as the company’s bank.

5.2 The company secretary was instructed to complete the bank forms and arrange for them to be signed.

**6 Accounting reference date**

6.1 It was resolved that the company’s accounting reference date should be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.2 The company secretary was instructed to file Form 225 (notice of accounting reference date) with Companies House.

**7 Allotment of Shares**

* 1. It was resolved to allot ordinary shares of £1 each in the capital of the company [including subscriber shares] for cash at par as follows:

[details, eg Heathcliff International Trading plc (HIT) – 98 shares

Hareton Earnshaw – 1 share

Edgar Linton – 1 share]

7.2 The company secretary was instructed to enter the names of the shareholders in the Register of Members, to issue share certificates to the shareholders and to file Form 88 (2) with Companies House.

**8 Notice of directors’ interests in shares or debentures**

* 1. The company secretary reported that she had received written notice from the following directors of their respective interests in shareholdings in the company:

[eg Hindley Earnshaw – 1 ordinary share of £1, held by his son Hareton Earnshaw

Edgar Linton – 1 ordinary share of £1.]

8.2 The company secretary was instructed to record these shareholdings in the Register of Directors’ Interests.

**9 Business**

It was resolved to enter into a contract with [Moorland Construction Limited to build a theme park].

**10 Conclusion**

The meeting ended at [10 30 am].

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**Director**