

# General Meeting Minutes of • Limited (company number •) (Company)

Held at: [address]

On: [date]

At: [time]

Those that were present are as follows:

*[names and positions including chairperson]*

Those that were in attendance are as follows:

*[names]*

Chairperson and quorum

[Name] was appointed Chairperson of the meeting.

The Chairperson noted that the meeting was quorate and accordingly opened the meeting.

Notice and proxies

A copy of the notice (**Notice**) convening the meeting was produced to the meeting and, with the consent of all members present, the Notice was taken as read.

[The following proxies were appointed for the purposes of the meeting:

*[insert proxy details and by whom they are appointed]*

Resolutions

The resolutions set out in the Notice were duly proposed and voted upon and the Chairperson declared that resolutions • in the Notice had been passed [on a show of hands **OR** on a poll] as ordinary resolutions and resolutions • in the Notice had been duly passed [on a show of hands **OR** on a poll] as special resolutions.

[The chairperson announced that proxy votes cast were as follows:

*[insert details of how the proxies voted]*

Other business

There being no further business, the Chairperson declared the meeting closed at [time].

.....

Chairperson

.....

(Date)

In need of practical and commercial legal advice? Contact Clarkslegal LLP on 020 7539 8000 or [contact@clarkslegal.com](mailto:contact@clarkslegal.com)

We're a leading, full-service commercial law firm and we make it our priority to deliver the best solutions for our clients.

**clarkslegal**  
The Diverse Law Firm

Simply Business have teamed up with Clarkslegal LLP to bring you a free, customisable legal document. Simply Business are one of the UK's biggest [small business insurance](#) providers, insuring over 400,000 self-employed people and landlords. Because this is a template document, it hasn't been drafted to meet your individual requirements and it doesn't constitute legal advice from Clarkslegal LLP to you. As well as filling in the obvious gaps (e.g. relevant names and dates), so that you can personalise it for your own use, you might also want to make your own changes to it. Depending on your particular circumstances, it might not contain everything that you need. If you do decide to adapt it in any way, the changes you make are your sole responsibility. Whilst this document isn't intended to replace the personalised, professional advice you can receive from a solicitor, if you have any questions about it and/or would like legal advice in relation to matters covered by this template document, Clarkslegal LLP can of course help you. All you need to do is get in touch and Clarkslegal LLP will talk you through your options on how to get the right legal advice and ensure the document is fully tailored to fit your own requirements. As you'd expect with template materials and general guidance from any similar source, Clarkslegal LLP don't accept responsibility for any action you might take in relation to documentation provided on this website. (Clarkslegal LLP are also obliged to point out that, to the fullest extent permitted by law and except in respect of death or personal injury arising from our negligence, Clarkslegal LLP exclude liability for any claims, loss, demands or damages of any kind whatsoever with respect to this document including, without limitation, direct, indirect, incidental or consequential loss or damages, whether arising from loss of profits, loss of revenue, loss of data, loss of use, loss of reputation, loss of goodwill or otherwise and whether or not the possibility of such loss has been notified to us.)