

Board Meeting Minutes Compliance Checklist (UK)

- Confirm meeting quorum is present
- Record full names of attendees and apologies
- Include the date, time, and location of the meeting
- Accurately reflect discussions and decisions
- Clearly document all motions and resolutions
- Assign action items with responsible persons
- Declare and record any conflicts of interest
- Ensure all votes are documented (including abstentions)
- Note time meeting is opened and closed
- Have the Chair approve and sign the minutes
- Store minutes securely for a minimum of 10 years (Companies Act 2006)
- Ensure charity minutes meet Charity Commission expectations, if applicable