Ashford Business Services Ltd

Board Meeting Agenda

Ashford Business Services Ltd **This agenda sets out the business for a meeting of the board of directors of** Ashford Business Services Ltd**. Supporting papers are listed against each item so directors can read them in advance. Items marked for decision need a resolution; items marked for noting need no vote.**

Meeting details: Company name: _____ **Meeting:** _____ **Date:** _____

Time: 10:30 am to 10:30 am **Venue:** _____ **Chair:** _____

Company secretary: _____ **Meeting link (if online):** _____ **Attendees and apologies:**

Name	Role	Attending
James Patel	**Office Manager**	**Yes**
James Patel	**Office Manager**	**Yes**
James Patel	**Office Manager**	**Yes**
Sarah Mitchell	**Office Manager**	**Yes**
David Okafor	**Office Manager**	**Yes**

Apologies received from: James Patel (Reason for absence as agreed at the meeting.). Apologies should be sent to Sarah Mitchell by Apology deadline before the meeting. **Quorum:** Five directors directors must be present for the meeting to proceed. If the meeting is not quorate at 10:30 am, the chair will wait 10:30 am minutes before adjourning. **Declarations of interest At the start of the meeting, each director will be asked to declare any interest in the business on this agenda. Declarations will be recorded in the minutes. A director with a declared interest in an item will** Action, e.g. leave the room while that item is discussed as agreed at the meeting**. Agenda:**

Director name	Item	Interest declared
James Patel	**1**	**Details of interest as agreed at the meeting.**
James Patel	**2**	**Details of interest as agreed at the meeting.**

Item	Topic	Lead	Time	Papers	Purpose
1	Welcome, apologies and declarations of interest	**Helen Morris**	**10:30 am**	**JOB-1042**	For noting
2	Approval of the minutes of the meeting held on **9 November 2026**	**Helen Morris**	**10:30 am**	**JOB-1042**	For decision
3	Matters arising from the previous minutes	**Helen Morris**	**10:30 am**	**JOB-1042**	For discussion
4	**Report title, e.g. chief executive report as agreed at the meeting.**	**David Okafor**	**10:30 am**	**JOB-1042**	For discussion
5	**Report title, e.g. finance report and management accounts as agreed at the meeting.**	**David Okafor**	**10:30 am**	**JOB-1042**	For discussion
6	**9 November 2026**	**David Okafor**	**10:30 am**	**JOB-1042**	For noting
7	**Resolution title as agreed at the meeting.**	**David Okafor**	**10:30 am**	**JOB-1042**	For decision
8	**Resolution title as agreed at the meeting.**	**David Okafor**	**10:30 am**	**JOB-1042**	For decision
9	Any other business	**Helen Morris**	**10:30 am**	None	For discussion
10	Date of the next meeting	**Helen Morris**	**10:30 am**	None	For noting

Approval of prior minutes The minutes of the meeting held on 9 November 2026 **are attached as Paper** JOB-1042**. Directors are asked to confirm that the minutes are an accurate record, or to propose corrections before the meeting. Matters arising The following actions from the previous meeting will be reviewed:**

Action from previous minutes	Owner	Status
Action as agreed at the meeting.	**Emma Clarke**	**Complete / In progress / Overdue**
Action as agreed at the meeting.	**Emma Clarke**	**Complete / In progress / Overdue**
Action as agreed at the meeting.	**Emma Clarke**	**Complete / In progress / Overdue**

Resolutions to be considered

Resolution	Proposed by	Supporting paper
Resolution wording	**Michael Davies**	**JOB-1042**
Resolution wording	**Michael Davies**	**JOB-1042**

Supporting papers Supporting papers are listed below. Papers should be read before the meeting. Late papers will be accepted only with the agreement of Helen Morris**.**

Paper reference	Title	Author
JOB-1042	**Paper title as agreed at the meeting.**	**David Okafor**
JOB-1042	**Paper title as agreed at the meeting.**	**David Okafor**
JOB-1042	**Paper title as agreed at the meeting.**	**David Okafor**

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Closed session A closed session will be held at 10:30 am **for** Closed session topic, e.g. a confidential staffing matter**. Only** Attendees for closed session, e.g. directors and the company secretary **will attend. The closed session will be recorded separately in the minutes.**

- **Notes Please confirm your attendance to** Sarah Mitchell **by** Confirmation deadline**.**
- **Please bring** Item to bring, e.g. a copy of the supporting papers **to the meeting.**
- **The meeting will finish at** 10:30 am**. If business is unfinished, the remaining items will be carried forward to the meeting on** 9 November 2026**.**