Meridian Holdings Ltd

Board Meeting Minutes

Producing minutes that stand up to scrutiny: attendees, quorum, decisions, votes, and actions, in a consistent formal format.

Document control: Document: Board Meeting Minutes Template **Version:** 1.0 **Organisation:** _____

Meeting: Board meeting **Date:** _____ **Time:** _____

Location: _____ **Chair:** _____ **Minute-taker:** _____

Prepared by: _____ **Owner:** _____ **Review date:** _____ **Attendance and quorum:**

Member	Role	Present?

Quorum required: _____ **Quorum met:** _____ **Apologies:**

Member	Apology received	Reason
Helen Morris	Chair	Yes
David Okafor	Finance Director	Yes
Priya Sharma	Non-Executive Director	Yes
James Patel	Operations Director	Yes
Emma Clarke	Non-Executive Director	Yes
Michael Davies	Managing Director	Yes

Matters discussed Copy an item block below for each further agenda item; add rows as needed. Item 1 - Approval of the September financial report: Supporting papers: September 2026 management accounts **Discussion:** The Finance Director presented the September accounts, showing revenue 4% ahead of budget and costs in line with plan. The board asked about the rise in supplier costs, and the Finance Director confirmed new contracts had been negotiated.

Discussion: The board reviewed the proposed five-year renewal of the office lease, including the rent review clause and the break option at year three. Decision: The September financial report was approved - proposed by David Okafor, seconded by Priya Sharma; votes for 7, votes against 0; outcome: Approved.

Discussion: The Chair introduced the proposal to appoint a new Non-Executive Director with experience in digital transformation. The board discussed the candidate's background and the interview panel's recommendation. Decision: The board agreed to renew the lease for five years, with a break option at year three - proposed by James Patel, seconded by Emma Clarke; votes for 7, votes against 0; outcome: Approved.

Discussion: The Finance Director presented the September accounts, showing revenue 4% ahead of budget and costs in line with plan. The board asked about the rise in supplier costs, and the Finance Director confirmed new contracts had been negotiated. Decision: The appointment was approved, subject to references - proposed by Helen Morris, seconded by Michael Davies; votes for 7, votes against 0; outcome: Approved.

Decision: The September financial report was approved - proposed by David Okafor, seconded by Priya Sharma; votes for 7, votes against 0; outcome: Approved. **Action:** Circulate the approved accounts to all directors - owner: Sarah Mitchell, due: 11 November 2026.

Item 2 - New office lease renewal: Supporting papers: Lease renewal proposal, 12 Church Street **Discussion:** The board reviewed the proposed five-year renewal of the office lease, including the rent review clause and the break option at year three. **Decision:** The board agreed to renew the lease for five years, with a break option at year three - proposed by James Patel, seconded by Emma Clarke; votes for 7, votes against 0; outcome: Approved. **Action:** Instruct solicitors to complete the lease renewal - owner: James Patel, due: 30 November 2026.

Item 3 - Appointment of a new Non-Executive Director: Supporting papers: Candidate briefing note **Discussion:** The Chair introduced the proposal to appoint a new Non-Executive Director with experience in digital transformation. The board discussed the candidate's background and the interview panel's recommendation. **Decision:** The appointment was approved, subject to references - proposed by Helen Morris, seconded by Michael Davies; votes for 7, votes against 0; outcome: Approved. **Action:** Take up references and confirm the appointment in writing - owner: Helen Morris, due: 18 November 2026.

Completion checklist: Quorum is recorded and the attendance list matches who was actually present.

Every agenda item ends with a decision or a deferred item with a reason.

Every action has an owner and a due date, and the minutes are signed and circulated.

Next meeting and approvals: Next meeting date: _____ **Minutes approved by:** _____

Approval date: _____ **Minutes circulated to:** _____

Signatures Signed (Chair): _____ **Date:** 4 November 2026 **Signed (Minute-taker):** _____ Date: 4 November 2026