Company No. xxxx

[Company name]

Minutes of a Meeting of the Directors

**held at [Address]**

## on the [day] day of [month] [year]

**Present:**

xxxx (Chairman of the meeting)

xxxx

xxxx

1. xxxx was elected to Chair the meeting. The Minutes of the previous meeting were read, approved and signed.

1. **IT WAS RESOLVED THAT** the company enter into a licence agreement with [Name of Director] for non-exclusive use of their premises to conduct company business in accordance with the licence agreement.

3. There being no further business, the Chairman brought the meeting to a close.

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Chairman