

Running meetings that count

Notices, agendas, minutes and resolutions, so decisions stand up later.

Good meetings make decisions that hold up when someone asks, six months or six years later, what was agreed. The test is simple: could a new director find out what was decided, and why?

Before the meeting

- Check what your articles and lease require for notice, quorum and voting.
- Send the notice in good time, to everyone entitled to it, with the agenda.
- Attach the papers: accounts, budgets, quotes and draft resolutions.
- Choose a time and place, or a video call, that most people can attend.

A simple agenda

1. Welcome, apologies, and confirm that the meeting is properly constituted.
2. Minutes of the last meeting and matters arising.
3. Finance: budget, spending to date, arrears.
4. Maintenance and compliance: what is done, what is due.
5. Decisions needed, each with a clear proposal.
3. Any other business, then date of next meeting.

Taking minutes

- Record decisions and who is to do what by when, not the whole discussion.
- Write down each resolution exactly as it was put, and how it was decided.
- Circulate the draft promptly, while people still remember.

Where the record lives matters. Store notices, minutes and resolutions together, in one place the whole board can reach. Share the outcome with residents.

The annual general meeting

The AGM is where leaseholders see that the building is run properly. Present the accounts, the year's work and the plan for the next year, and leave time for questions. Many people who never attend will still read the minutes.

Keeping everyone on side

- Report back even when little has happened.

- Invite questions in advance as well as on the day.
- Thank the people who do the work. Volunteers burn out.

What the platform adds

Leasehold Clarity helps you generate notices, capture minutes, store resolutions and share them with residents, so each meeting adds to a permanent record.

General information, not advice on your circumstances. Leasehold law is detailed and changes: check the current position and take advice before acting. Leasehold Clarity is provided by Leasehold Clarity Limited (company no. 16963931), with management and professional services from Murphy Thompson Moore LLP (LLP No. OC314041).