

# Support for your Board Meeting

Legal Services



## About Us

Herrington Carmichael is a full-service law firm offering legal advice to UK and international businesses. We work with corporate entities of all sizes, from large PLCs through to start-up businesses.

Rated as a 'Leading Firm 2025' by the Legal 500 and listed in The Times 'Best Law Firms 2024', Herrington Carmichael has offices in London, Hampshire and Berkshire.



Legal 500 Leading Individuals & Recommended Lawyers can be found at <https://www.legal500.com>

# Our Services

Our team has many years of experience in Corporate Governance, working with a variety of different businesses across a range of sectors. To support you with your regular Board meetings, we can assist you by:

- Preparing and sending invitations for board meetings during a year.
- Collecting and review of board material to ensure correct timing and clarity for board members.
- Attending board meetings and taking minutes
- Drafting minutes and circulation of draft minutes.
- Finalising minutes together with the chair.

## Time Scale

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We would anticipate being able to deliver a draft invitation to the meeting within 5 business days after receipt of the articles of association or terms of reference and a draft of the minutes within 5 business days after the meeting has taken place.

## Next steps

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- If you would like to use our services, we will send you a proposal document outlining our services in more detail, along with our fees.
- Our proposal will remain valid for 30 days from the date of issue.

## Key Contacts

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# Herrington Carmichael is a full service law firm offering legal advice to UK and international businesses as well as individuals and families

## Business services

- Banking & Finance
- Construction Law
- Commercial Law
- Corporate Law
- Corporate Governance
- Data, IT & Technology
- Debt Recovery
- Disputes & Claims
- Employment Law
- Immigration Law
- Intellectual Property
- International Services
- Property Law
- Recovery & Insolvency
- Regulatory & Competition
- Start-Ups / New Businesses

## Individual services

- Divorce & Family Law
- Employment Law
- Expat legal Advice
- Disputes & Claims
- Immigration Law
- International Law
- Money, Tax and Inheritance
- Lasting Powers of Attorney
- Probate & Estate Administration
- Property Law
- Property – Residential Conveyancing
- Recovery & Insolvency
- Wills, Trusts and Probate



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