

Harbourside Print Works Limited

Company number: 23456745

Minutes of a meeting of the board of directors

Held at 4 Quayside Mews, Bristol BS1 4RW on 2 October 2026 at 10.02 am.

Present

- Helen Morrow (in the chair)
- Rajesh Nair
- Owen Lees (by video)

In attendance

- Leah Quinn, company secretary
- Sam Patel, finance manager, for item 5 only

Apologies

Apologies: None

Chair and quorum

Helen Morrow took the chair. The chair noted that notice of the meeting had been given to all directors and that a quorum was present, the quorum under the company's articles being 2 directors. The chair declared the meeting open.

Declarations of interest

Rajesh Nair declared that he is interested in the proposed lease of Unit 7, Quayside Trading Estate, as a director and shareholder of Quayside Estates Limited, the landlord. The nature and extent of the interest were noted.

In accordance with the articles, Rajesh Nair did not count in the quorum or vote on that item.

Minutes of the previous meeting

The minutes of the meeting held on 4 September 2026 were approved as a correct record and signed by the chair.

Matters arising

The new press service contract from the previous meeting has been signed. Nothing else outstanding.

Management accounts

Sam Patel, the finance manager, presented the management accounts for the five months to 31 August 2026, previously circulated. Revenue was £612,000 against a budget of £590,000, and the cash position was healthy.

It was resolved that the management accounts be approved. Action: circulate a revised cash-flow forecast — Sam Patel — by 16 October 2026.

Approval of the lease of Unit 7, Quayside Trading Estate

The board considered the proposed ten-year lease of Unit 7, Quayside Trading Estate, from Quayside Estates Limited, previously circulated in draft. Having considered the terms and the directors' duty to promote the success of the company for the benefit of its members as a whole, it was resolved that the company enter into the lease, substantially in the form produced to the meeting, and that Helen Morrow be authorised to sign it and any related documents on the company's behalf.

Dividend

The board considered the management accounts to 31 August 2026, which show profits available for distribution of £84,000. It was resolved that an interim dividend of £0.50 per ordinary share be paid on 30 October 2026 to shareholders on the register at the close of business on 16 October 2026.

Any other business

There was no other business.

Next meeting

The next meeting will be held on 6 November 2026 at 2.00 pm at 4 Quayside Mews, Bristol BS1 4RW.

There being no further business, the chair closed the meeting at 11.40 am.

Signature _____

Helen Morrow, Chair

Date _____