Board minutes 12 March 2025
Fictional Northfield matter. Prepared by Eleanor Fairweather, 12 March 2025.

Minutes of a meeting of the board of directors of Northfield Supplies Ltd held at the Hollinsford office on 12 March 2025 at 10:00. Present: Eleanor Fairweather (Chair), Sam Okafor (Finance Director), Jordan Singh (Operations Director). In attendance: Ada Mercer (General Counsel, secretary to the meeting). Apologies: none.

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1. Master Services Agreement v2. Ada Mercer summarised the main changes from version 1. The notice period rises from 60 days to 90 days, the liability cap rises to ?250,000, and Varden will indemnify the Company against loss caused by negligent handling. The board resolved to approve the Agreement and the side letter and authorised Ada Mercer to sign both.

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2. Harrowgate Fine Foods. Jordan Singh reported a second failed technical audit at the Harrowgate site. The board resolved that the Company should serve notice to terminate the Harrowgate supply agreement if the corrective action plan is not delivered by 31 March 2025.

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3. Finance. Sam Okafor presented the management accounts for February. Revenue was ?2.31 million against a budget of ?2.25 million. Storage charges of ?12,400.50 on INV-2025-0412 remain disputed.

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4. Any other business. None. The meeting closed at 11:40.