

CASE STUDY

The Company

- This leading investment business is a private limited company.

The Business Situation

Bridgehouse began supporting this company in 2021 with initial meeting support for 10 meetings per annum. Since then, Bridgehouse has built a trusted working relationship with the company, providing meeting support for circa 80 meetings per annum as well as ad-hoc support for matters arising. Bridgehouse supports the company in relation to both financial and property investment entities, supporting both Board and Committee meetings including complex and regulated entity minute-taking.

The Service

Our work with this company includes but is not limited to;

Meeting Support

- Meetings attendance – in person and virtual
- Expert minute-taking
- Provision of Action List

Ad-hoc Support for matters arising

The Key Benefits

- Targeted expert support – “As a small team generally there is no need for additional in-house team members but when we have our meeting cycles, especially the real estate boards, it is essential that we have people who can help with meeting minuting and that they are experienced in this so the minutes are of good quality.”
- Efficiency – “Using Bridgehouse means we are confident that the minutes are compiled and circulated quickly following the meeting. As a stand-alone cosec it would be difficult to produce these minutes quickly after the meeting.”
- Trusted relationship- “As the relationship has developed, Bridgehouse has developed a good understanding of our entities and structure. Not all our boards are simple and there are some specialist real estate structures in place, therefore the knowledge base helps ensure the minutes are correct.”
- Reliable support: “It is helpful having a number of people across the team who can support us. It means we are confident someone with relevant knowledge and experience will always be available.”



“With around 80 meetings per year to administer, Bridgehouse has been a fantastic support to our team, helping us to ensure professional and quick turnaround of our minutes, which is such a key part of our governance”.

Company Secretary, Leading Investment Company