



Pétanque England People

Company Directors

As a director of Pétanque England, you're legally responsible for running the company and making sure information is sent to Company's house on time.

This includes:

1. the confirmation statements
2. the annual accounts, even if they're dormant
3. any change in your company's officers or their personal details
4. a change to your company's registered office
5. allotment of shares
6. registration of charges
7. any change in your company's people with significant control (PSC) details

As a director, you must perform a set of 7 duties under the Companies Act 2006 which still apply if: you're not active in your role as director

- someone else tells you what to do
- you act as a director but have not been formally appointed
- you control a board of directors without being on it

Company's constitution

- You must follow the company's constitution and its articles of association. These are written rules about running the company, agreed by the members, directors and the company secretary.
- The constitution sets out what powers you have as a director, and the purpose of those powers.
- Promote the success of the company
- You must act in the company's best interests to promote its success. You must consider the:
- consequences of decisions, including the long term

interests of its employees

- need to support business relationships with suppliers, customers and others
- impact of its operations on the community and environment
- company's reputation for high standards of business conduct
- need to act fairly to all members of the company
- If the company becomes insolvent, your responsibilities as director will apply towards the creditors, instead of the company. A creditor is anyone owed money by the company.

Independent judgement

- a. You must not allow other people to control your powers as a director. You can accept advice, but you must use your own independent judgement to make final decisions.

Exercise reasonable care, skill and diligence

- b. You must perform to the best of your ability. The more qualified or experienced you are, the greater the standard expected of you.





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- c. You must use any relevant knowledge, skill or experience you have (for example, if you're a qualified accountant).

Avoid conflicts of interest

- d. You must avoid situations where your loyalties might be divided. You should consider the positions and interests of your family, to avoid possible conflicts.
- e. You should tell other directors and members about any possible conflict of interest, and follow any process set out in the company's articles of association.
- f. This duty continues to apply if you're no longer a director. You must not take advantage of any property, information or opportunity you became aware of as a director.

Third party benefits

- a. You must not accept benefits from a third party that are offered to you because you're a director. This could cause a conflict of interest.
- b. The company may allow you to accept benefits like reasonable corporate hospitality, if it's clear there's no conflict of interest.

Interests in a transaction

- a. You must tell the other directors and members if you might personally benefit from a transaction the company makes. For example, if the company plans to enter a contract with a business owned by a member of your family.

Other duties you must perform as a company director include:

- b. not misusing the company's property
- c. applying confidentiality about the company's affairs

