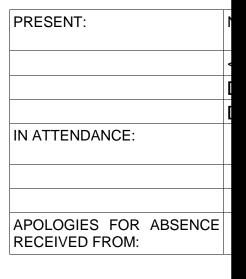
<<CIO F
(Charity reg

**'CIO" >>** : number>>)

Minutes of a meeting of the board held at <<Location>> on <<Date>:

ne ending in CIO>> (the "Charity")



Λ	POSITION
	Trustee
	Trustee
	Trustee
<b>\</b>	

#### 1. CHAIRMAN

It was resolved that <<Name>> w took the chair of the meeting.

## 2. NOTICE AND QUORUM

The chairman reported that suffic quorum was present. The chairma

## 3. DECLARATIONS OF INTERES

Each trustee present at the meeting indirect interest which they have] proposed transaction[s] or arrange meeting or in any transaction or previously been declared, which Charities Act 2011, Regulation 30 Regulations 2012, or clause [7] the

## 4. DOCUMENTS PRODUCED TO

The following documents were pro

<< List documents >>

#### 5. RESOLUTIONS

nan of the Charity and <<Name>>

g had been duly given and that aing was open.

ature and extent of every direct or did not have any interest] in the that were to be considered at the to by the Charity which has not disclose by section 222 of the prograted Organisations (General)

After consideration of the matters clause [12][9] of the Charity's cons

<< List resolutions >>

### 6. APPOINTMENT OF TRUSTEE

After consideration of the matters clause [12][9] of the Charity's cons Name >> ([who] OR [each of who and [is/are] hereby appointed as [a effect.

#### 7. FILING

The chairman agreed that he/she Charity Commission:

[annual return][and][or][annual rep OR

[<< List other items to be filed>>]

# 8. CLOSE

There was no further business at closed.

Chairman

21 .VE

21 of the Charities Act 2011 and VED:

A

of the Charities Act 2011 and /ED that << Name >> [and << ] OR [their] willingness to act) be of the Charity with immediate

istees to file the following with the

V

an declared that the meeting was