

<<CIO F
(Charity reg
<<CIO" >>
<number>>)

Minutes of a meeting of the board of trustees of the charity ending in CIO>> (the "Charity")
held at <<Location>> on <<Date>>

PRESENT:		POSITION
		Trustee
		Trustee
		Trustee
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE RECEIVED FROM:		

1. CHAIRMAN

It was resolved that <<Name>> was the Chairman of the Charity and <<Name>>
took the chair of the meeting.

2. NOTICE AND QUORUM

The chairman reported that sufficient notice had been duly given and that a
quorum was present. The chairman reported that the meeting was open.

3. DECLARATIONS OF INTEREST

Each trustee present at the meeting declared the nature and extent of every direct or
indirect interest which they have [or did not have any interest] in the
proposed transaction[s] or arrangement[s] that were to be considered at the
meeting or in any transaction or arrangement entered into by the Charity which has not
previously been declared, which they are required to disclose by section 222 of the
Charities Act 2011, Regulation 30 of the Charities (Accounts and Reports) Regulations 2012, or clause [7] the
Charity's Memorandum and Articles of Association.

4. DOCUMENTS PRODUCED TO THE MEETING

The following documents were produced to the meeting:

<< List documents >>

5. RESOLUTIONS

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

21 of the Charities Act 2011 and
VED:

<< 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.

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

7. FILING

The chairman agreed that he/she
Charity Commission:

stees to file the following with the

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

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

8. CLOSE

There was no further business a
closed.

an declared that the meeting was

.....
Chairman

S

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M

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