

<<Charity Name>> [Registered Charity] [Registered No.>>]

Minutes of an ordinary meeting of <<Charity Name>>(the “Charity”)ⁱ
held at <<Location>> on <<Date>>

PRESENT:	NAME	POSITION
	<<Name of Charity Trustee>>	Charity Trustee ⁱⁱ
	<<Name of Charity Trustee>>	Charity Trustee ⁱⁱⁱ
	<<Name of Charity Trustee>>	Charity Trustee ^{iv}
	<<Name of Charity Trustee>>	[Charity Trustee] ^v
[IN ATTENDANCE:]	<<Name of Secretary>>	[Secretary] ^{vi}
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	<<Name of Charity Trustee>>	[Charity Trustee]

1. CHAIR

It was resolved that <<Name of Charity Trustee>> be elected as chair of the meeting.<<Name of Trustee elected as chair>> throughout the meeting [except in relation to an issue in regard to <<Name of Trustee elected as chair>> conflict of interest, namely issue numbered <<Number of issue below>>]

2. NOTICE AND QUORUM

The chair reported that enough notice had been duly given and that a quorum was present. The chair declared the meeting open.

3. APPROVAL OF MINUTES

A draft of the minutes of the charity meeting. It was unanimously agreed that the minutes be approved without amendment and the chair was authorised to sign them as presented at that meeting. The chair accordingly signed the minutes. [There were <<Number of matters>> matters to be discussed later in the meeting.]

4. DECLARATIONS OF INTEREST

The following declarations of interest were received:

Charity trustee	<<Name of Charity Trustee>>	<<Declaration of interest>>
<<Name of Trustee>>		<<Declaration of interest>>

5. [MATTERS ARISING FROM THE PREVIOUS MEETING]

The matters arising from the previous meeting were considered. These included <<Insert matters arising to be discussed>>. <<Matter>> was considered in turn and it was noted that further action was required in relation to <<Insert relevant matters>>.]

6. BUSINESS OF THE MEETING

The chair reported that this was the <<Quarterly>> meeting of the charity.

trustees to discuss the day to day

The business of the meeting was t

<<List the relevant matters>>

A list of items to action was then p

Action Items	Owner(s)

In relation to each matter, the
answered to their satisfaction and

<<Insert specific matters to be disc

Matters requiring follow up were
follow up required was noted as fo

7. DOCUMENTS PRODUCE

The following documents were
business of the meeting:

<< List documents >>

8. RESOLUTIONS

The charity trustees resolved that:

<< List resolutions >>

9. NEXT MEETING

It was agreed that the next <<mon
place on <<Date>>.

10. CLOSE

There was no further business and

Chair:

Date:

ⁱ This form of minutes is designed for use by any chari

ⁱⁱ This will be the trustee who is the Chair.

ⁱⁱⁱ This will be the trustee who is the Treasurer.

^{iv} This will be the trustee who is the Secretary.

^v If the Charity has more than three trustees, and more

^{vi} If for any reason one of the trustees is not also the S

ity.

matters:

as follows:

	Status

several questions, which were
Particular reference was made to

relevant matters>>and the specific

ng]OR[considered]in light of the

of the charity trustees would take

ared that the meeting was closed.

unincorporated association or charitable trust.

tional names should be added here.

ending the meeting can be added here.