

<<NAME OF CHARITABLE COMPANY>>
(Company number <<Company No.>>
(Charity registration number <<Charity No.>>)

GUARANTEED BY GUARANTEE>>
(Company number <<Company No.>>
(Charity registration number <<Charity No.>>)

Minutes of a meeting of the Board of Directors of <<Charity Name>> (the "Charity") held on <<Date>> at <<Time>>.

Minutes of a meeting of the Board of Directors of <<Charity Name>> (the "Charity") held on <<Date>> at <<Time>>.

PRESENT:	POSITION
<<Name>>	Director/Trustee
<<Name>>	Director/Trustee
<<Name>>	Director/Trustee [Secretary]
[Name]	[Director/Trustee]
[Name]	[Director/Trustee] etc
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

1. CHAIRMAN

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

It was resolved that <<Name>> was appointed 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 present². The chairman declared the meeting was open.

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3. DECLARATIONS OF INTEREST

Each Director (Charity Trustee) present at the meeting confirmed that they did not have any direct or indirect interest in the proposed transaction with the Charity that was to be considered at the meeting or transaction entered into by the Charity which has not previously been disclosed by them as they were required to disclose by section 177 of the Companies Act 2006.

Each Director (Charity Trustee) present at the meeting confirmed that they did not have any direct or indirect interest in the proposed transaction with the Charity that was to be considered at the meeting or transaction entered into by the Charity which has not previously been disclosed by them as they were required to disclose by section 177 of the Companies Act 2006.

4. RESOLUTION

After consideration of the matters referred to above, it was resolved as follows:

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¹ List names of all trustees present. There must be at least two trustees present to constitute a quorum.
² The minimum number needed for a quorum was <<Number>> of the Association of the Company.

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² The minimum number needed for a quorum was <<Number>> of the Association of the Company.

Pursuant to the power conferred
<<Insert number of relevant Article
Charity Trustees (Directors) of the

Charities Act 2011 [and Article
Association of the Charity], We, the

³ [<<Insert name of first nomin
nominated Charity Trustee>> be
general authority) to approve, sig
Charity Trustees from time to tim
executed under this authority will
Trustees of the Charity]

and <<Insert name of second
with no limit being imposed on that
document to which the Charity or the
the intention that any document
s if executed by all of the Charity

OR

[any two of the following Charity T
being imposed on that general a
which the Charity or the Charity T
that any document executed unde
all of the Charity Trustees of the C

generally authorised (with no limit
gn and execute any document to
is or are a party with the intention
the same effect as if executed by

<<Insert name of first nominated C

<<Insert name of second nominate

<<Insert name of third nominated C

[<<Insert name of fourth nominate

[<<Insert name of fifth nominated C

OR

[<<Insert name of first nomina
nominated Charity Trustee>> be
give effect to the <<Describe t
executed under this authority will
Trustees of the Charity]

and <<Insert name of second
gn and execute any document to
the intention that any document
s if executed by all of the Charity

5. CLOSE

There was no further business a
closed.

an declared that the meeting was

.....
Chairman

³ The wording in the first set of square brackets
of a list of named Charity Trustees are to be au
brackets. If the authority is not intended to be g
for a transaction identified in the wording of the
brackets.

Charity Trustees are authorized to act. If any two
the wording in the second set of square
execution of one or more particular documents
the wording in the third set of square

S

A

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P

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