

<<Full name of Charity>>
(Charity registration No.)

Minutes of a meeting of the Board of Trustees (Charity Trustees) of <<Full name of Unincorporated Charity>> (the "Charity") on <<Date>> at <<Time>>.

PRESENT:	POSITION
	Trustee
	Trustee
	Trustee
	[Trustee]
	[Trustee] etc
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

1. CHAIRMAN

It was resolved that <<Name>> was elected 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.

3. DECLARATIONS OF INTEREST

Each Trustee present at the meeting declared that he/she did not have any direct or indirect interest in the proposed arrangement with the Charity that was to be considered at the meeting or in any transaction entered into by the Charity which has not been previously disclosed. [Trustees are required by law [or by clause <<insert number>>] of the Charity to make such a declaration.]

4. RESOLUTION

After due consideration of what was presented to the Board [and clause <<insert number>> of the Constitution], IT WAS RESOLVED AS FOLLOWS:

¹ List names of all trustees present. There must be at least 3 trustees present to constitute a quorum.

² The minimum number needed for a quorum was <<insert number>> of the charity.

Pursuant to the power conferred
<<Insert number>> of the Charity's

Charities Act 2011 [and clause
Trustees of the Charity resolve that

³ [<<Insert name of first nominated
Trustee>> be generally authorised
approve, sign and execute any document
a party with the intention that any
effect as if executed by all of the C

Insert name of second nominated
posed on that general authority) to
ity Trustees from time to time are
er this authority will have the same
arity]

OR

[any two of the following Trustees
imposed on that general authority
Charity Trustees from time to time
under this authority will have the
Charity:

ally authorised (with no limit being
execute any document to which the
ention that any document executed
uted by all of the Trustees of the

<<Insert name of first nominated T

<<Insert name of second nominate

<<Insert name of third nominated T

[<<Insert name of fourth nominate

[<<Insert name of fifth nominated T

OR

[<<Insert name of first nominate
Trustee>> be authorised to appro
<<Describe the transaction>> wi
authority will have the same effect

Insert name of second nominated
ny document to give effect to the
y document executed under this
he Trustees 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 named Trustees are to be authorized, you sh
authority is not intended to be general but only
identified in the wording of the resolution, you s

stees are authorized to act. If any two of a list
e second set of square brackets. If the
or more particular documents for a transaction
he third set of square brackets.