### <<NAME OF CHARITA

(Company nu (Charity registrat

Minutes of a meeting of the Bo <<Charity Name>> (the "Charity")

PRESENT:	İ
	٧
	٧
	<
	[
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

### 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<sup>ii</sup>. The chairma

## 3. DECLARATIONS OF INTERES

Each Director (Charity Trustee) [confirmed that they did not arrangements that were to be disclose by section 177 of the Con

## 4. PURPOSE OF THE MEETING

The chairman reported that the p Board (the Committee) to which t decisions for the purposes of <<in

### 5. APPOINTMENT OF COMMITTI

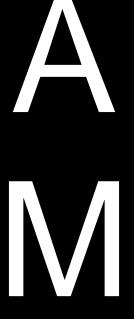
The chairman noted that <<Insert



### D BY GUARANTEE>>

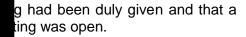
tration No.>>) egistration No.>>

are also the Charity Trustees of <<Date>> at <<Time>>.



POSITION
Trustee/Director
Trustee/Director
Trustee/Director
[Trustee/Director] [Secretary]

nan of the Charity and <<Name>>



ng [disclosed in full every] **OR** direct interest in the proposed ng which they were required to Charity's Articles of Association.

as to appoint a committee of the lelegate certain of its powers and

in the model articles>> of the



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Charity's Articles of Association pe committee. It was noted that the C to be a member of the Committee: Committee>> [and <<Insert name Committee Membersiii).

[The chairman then reported thativ

- the Committee must act in for regulating the conduct of
- the authority of the Comm being <<insert relevant det

## 6. RESOLUTION

# IT WAS THEREFORE RESOLVED

The Committee be formed and that to fulfil the purpose for which the and to do all such acts and things its purpose [until such date as its a

#### 7. CLOSE

There was no further business a closed.

Chairman

<sup>i</sup> List names of all trustees present. There must

Board's decisions to a up of <<Insert name of Trustee f Trustee to be a member of the er of the Committee>>] (the

> t terms of reference>> established Directors (Charity Trustees); and

ce the purpose of the Committee

rs be appointed to the Committee rmed as set out in these minutes lers necessary or desirable to fulfil

in declared that the meeting was

present to constitute a quorum.

sociation of the Company.

e the Board is relatively large, e.g a Board of

a long stop date, these should be stated here.



ii The minimum number needed for a quorum w

 $<sup>^{</sup>m iii}$  The minimum will be two, but there may be more than, say, eight Trustees.

iv If it is proposed that the Committee will be su