

Charity's Articles of Association provide that the Committee be a committee. It was noted that the Committee should be a member of the Committee>> [and <<Insert name of Committee Members<<iii>>].

[The chairman then reported that<sup>iv>

- the Committee must act in accordance with the terms of reference for regulating the conduct of the Committee;
- the authority of the Committee being <<insert relevant details>>]

6. RESOLUTION

IT WAS THEREFORE RESOLVED

The Committee be formed and that the Committee be authorised to fulfil the purpose for which the Committee was formed and to do all such acts and things as may be necessary for its purpose [until such date as its authority shall expire]

7. CLOSE

There was no further business and the meeting was closed.

.....

Chairman

ⁱ List names of all trustees present. There must be a quorum of trustees present to constitute a quorum.

ⁱⁱ The minimum number needed for a quorum will be the number of trustees in the association of the Company.

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 subject to a long stop date, these should be stated here.

the Board's decisions to a committee of up of <<Insert name of Trustee>> of Trustee to be a member of the Committee>>] (the Committee Members<sup>iii>>).

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

the purpose of the Committee being <<insert relevant details>>]

be appointed to the Committee and authorised to fulfil the purpose for which the Committee was formed as set out in these minutes and to do all such acts and things as may be necessary or desirable to fulfil its purpose [until such date as its authority shall expire]

the chairman declared that the meeting was closed.