

To: All of the trustees of <<Insert full name of the charity>> the trust>>

<<Insert date>> (circulation date)

Dear trustees,

<<Insert full name of the charitable

Pursuant to ¹Clause [22(1)(b)] of the constitution of the charity, the trustees on <<insert date>> have authorised and empowered them to pass written Resolutions, the drafts of which are attached to this letter, and they intend to do so.

In accordance with that Regulation 19 of the Charities (Accounts and Audits) Regulations 2008, the following authorisations and resolutions (the "Resolutions") are being adopted as written Resolutions of all of the Charity's trustees.

[Insert full name of the charity] Resolution(s)

[In addition:

1. It is proposed that the following Documents, the drafts of which are attached, be approved and adopted by the trustees by means of a written Resolution:

- <<Insert document title>>
- <<Insert document title>>
- <<Insert document title>>

2. It is proposed that <<insert name of trustee>> (as authorised by the Charity's constitution) be authorised, by means of a written Resolution, to execute the Documents on the Charity's behalf, and to take all such other action as such persons may consider necessary or appropriate in connection with the execution of such Documents, including the execution of such Documents and the agreement to minor amendments or variations to such Documents.

By signing this letter you confirm that you have read and understood the Resolutions and that you agree to execute the Documents on the Charity's behalf.

- You carefully considered the Resolutions and are satisfied that they are in the best interests of the Charity and are reasonable in the circumstances.
- You declared below the nature of any interest, direct or indirect, in the Resolutions in accordance with the provisions of Clause [19] of the Charity's constitution:

Name of trustee	Nature of interest

¹ Each reference in this template to a clause number is a reference to the clause number of the charity's constitution. If the charity's constitution is in a different document, the clause number of the charity's constitution must be amended to the correct clause number.

of the charity, it was resolved at a meeting of the trustees that the following Resolutions should be adopted by the trustees to be included in the Minutes of that meeting are the following Resolutions of all of the Charity's trustees.

In accordance with that Regulation 19 of the Charities (Accounts and Audits) Regulations 2008, the following decisions, approvals and resolutions (the "Resolutions") are being adopted as written Resolutions of all of the Charity's trustees.

Documents), final drafts of which are attached, be approved and adopted by the trustees by means of a written Resolution:

and <<insert name of trustee>> (as authorised by the Charity's constitution) be authorised, by means of a written Resolution, to execute the Documents on the Charity's behalf, and to take all such other action as such persons may consider necessary or appropriate in connection with the execution of such Documents, including the execution of such Documents and the agreement to minor amendments or variations to such Documents.

By signing this letter you confirm that you have read and understood the Resolutions and that you agree to execute the Documents on the Charity's behalf.

You carefully considered the Resolutions and are satisfied that they are in the best interests of the Charity and are reasonable in the circumstances.

You declared below the nature of any interest, direct or indirect, in the Resolutions in accordance with the provisions of Clause [19] of the Charity's constitution:

¹ Each reference in this template to a clause number is a reference to the clause number of the charity's constitution. If the charity's constitution is in a different document, the clause number of the charity's constitution must be amended to the correct clause number.

As permitted by the Regulation, in writing the Resolutions and the Documents and their execution by the trustees the other trustees who agree to sign this letter but each of them may sign a separate copy.

As required by the Regulation, in writing the Resolutions.

By signing and dating this copy of the Resolutions and the Documents [and the Documents and their execution] and to the above.

The Resolutions should be adopted by the Charity at its principal office at <<insert date which is within 28 days of the date of circulation of this letter.

Yours faithfully,

<<insert name of secretary or relevant officer

<<signature of secretary or relevant officer

Agreed by: <<insert name of trustee

Signature of trustee:

Date:

Resolutions to be validly passed [and the Documents and their execution] and to the above. The Resolutions of the Charity's Resolutions should be adopted by the Charity at its principal office at <<insert date which is within 28 days of the date of circulation of this letter.

As required by the Regulation, in writing the Resolutions.

By signing and dating this copy of the Resolutions and the Documents [and the Documents and their execution] and to the above.

The Resolutions should be adopted by the Charity at its principal office at <<insert date which is within 28 days of the date of circulation of this letter.

²<<NAME IN FULL>> CHARITABLE TRUST>>

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

Minutes of a special meeting of <<Name of Charity>> (the "Charity") held pursuant to the constitution of the Charity at <<Location>> on <<Date>> at <<Time>>

PRESENT:	POSITION
	Trustee
	Trustee
	Trustee
	[Trustee]
[IN ATTENDANCE:]	[Secretary] ⁱ
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	[Charity Trustee]

1. CHAIR

It was resolved that <<Name of Charity>> be elected as chair of the meeting. <<Name of Trustee elected>> acted as chair of the meeting.

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. DECLARATIONS OF INTEREST

The following declarations of interest were made:

Trustee	Interest
<<Name of Trustee>>	<<Conflicting interest>>

4. BUSINESS OF THE MEETING

The chair reported that this was a special meeting of the trustees to make regulations for the management of the charity and for the business pursuant to Clause 22 of the constitution of the Charity, in accordance with Clause 22(1)(b) for a special meeting or urgency when a meeting is impractical.

The business of the meeting was the following proposed regulation (the "Regulation"):

A resolution in writing signed by a majority of the trustees at a meeting of trustees and passed by a majority of the trustees duly convened and held.

² At any time before any Written Resolutions can be passed, the Charity must have Regulation in order to have power to pass any Regulation which is in the form of the R

must have met and agreed to adopt the Regulation. Alternatively, the constitution must already have included such a Clause.

The resolution in writing
of the resolution in like form

documents containing the text
of one or more trustees.

In relation to the proposal to make
which were answered to their satisfaction.

trustees asked several questions,
which were answered.

5. RESOLUTION

The trustees resolved that the Resolution
be made with immediate effect pursuant to

set out in paragraph 4 of these Minutes
of the constitution of the Charity.

6. CLOSE

There was no further business and the meeting

was declared that the meeting was closed.

Chair:

Date:

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