

<<NAME>>
[Charity registration No.]

<<TRUST>>
[Charity registration No.>>]
Minutes of a meeting of the Trust
(the "Charity") held at <<Location>>
known as <<Trust's full name>>
<<Address>>.

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

1. CHAIRMAN

It was resolved that <<Name>> chairman of the Trustees 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 presentⁱⁱ. The chairman reported that the meeting was open.

3. DECLARATIONS OF INTEREST

Each Trustee present at the meeting declared that they did not have any] direct or indirect interest in any of the matters to be considered at the meeting which they were to be considered by Clause [19] of the Charity's Constitution.

4. PURPOSE OF THE MEETING

The chairman reported that the purpose of the meeting was to appoint a committee of the Trustees (the Committee) to which certain powers and decisions for the purposes of the Charity's Constitution were to be delegated.

5. APPOINTMENT OF COMMITTEE

The chairman noted that Clause [7] of the Charity's Constitution permits the delegation of the Trustees' decisions to a committee of the Trustees. The committee would be made up of

<<Insert name of Trustee to be a member of the Committee>> and <<Insert name of Trustee to be a member of the Committee>> (the "Trustees").

[The chairman then reported that^{iv}

- the Committee must act in accordance with <<the terms and conditions>> established for regulating the Committee by the Charity Trustees; and
- the authority of the Committee shall be to carry out the purpose of the Committee being <<insert relevant details>>]

6. RESOLUTION

IT WAS THEREFORE RESOLVED

The Committee be formed and that the Trustees be appointed to the Committee to fulfil the purpose for which they were 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].

7. CLOSE

There was no further business and the Chairman declared that 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 specified in Clause 17 of the Memorandum of Association (or the total number of trustees at the time of this meeting) whichever is greater.

ⁱⁱⁱ The minimum number of members of the Committee shall be more, in particular where there are more than, say, five Trustees.

^{iv} If it is proposed that the Committee will be suspended for a long stop date, these should be stated here.