

<<NAME OF CHARITY>> AND <<ORGANISATION>>
Charity registration No. <<Registration No.>>

Minutes of a meeting of the Charity Trustees of <<Full name>> (the "Charity") held at
<<Location>> on <<Date>> at <<Time>>

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

1. CHAIRMAN

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

3. DECLARATIONS OF INTEREST

Each Charity Trustee present at the meeting declared that they had full every] OR [confirmed that they had no financial or other interests in any proposed arrangements that were to be considered at the meeting which the Charity might be bound to close by Clause [7] 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 Charity Trustees (the Committee) and that the Trustees propose to delegate certain of its powers and decisions for the meeting to the Committee. <<Relevant details>>.

5. APPOINTMENT OF COMMITTEE

The chairman noted that <<Clause>> of the Charity Constitution permits the delegation of the Charity Trustees' decisions to the Committee and that 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

<<Insert name of Trustee to be a member of the Committee>> and <<Insert name of Trustee to be a member of the Committee>>]

[The chairman then reported that^{iv}

- the Committee must act in accordance with the terms and conditions established for regulating the affairs of the Charity; and
- the authority of the Committee being <<insert relevant details>>]

<<the terms and conditions>> established for regulating the affairs of the Charity by the Charity Trustees; and

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

6. RESOLUTION

IT WAS THEREFORE RESOLVED

The Committee be formed and that the members 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]

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7. CLOSE

There was no further business and the meeting was closed.

The chairman declared that the meeting was closed.

.....

Chairman

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

present to constitute a quorum.

ⁱⁱ The minimum number needed for a quorum will be determined by the constitution.

constitution.

ⁱⁱⁱ The minimum number of members of the Committee may be three or more, in particular where the Trustee body is relatively large, e.g. there are more than 10 trustees.

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

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