<<NAME OF CHARIT

Charity registrat

Minutes of a meeting of the Chair <<Location>> on <<Date>> at <<1

PRESENT:
[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 presentii. The chairma

3. DECLARATIONS OF INTERES

Each Charity Trustee present at the did not have any] direct or indire considered at the meeting which t Constitution.

4. PURPOSE OF THE MEETING

The chairman reported that the p Charity Trustees (the Committee) of its powers and decisions for the

5. APPOINTMENT OF COMMITTI

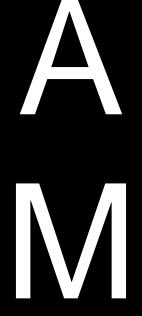
The chairman noted that << Clause of the Charity Trustees' decisions



DORGANISATION>>

gistration No.>>

ull name>> (the "Charity") held at



POSITION
Trustee
Trustee
Trustee
[Trustee] etc
[Secretary/clerk]

nan of the Charity and <<Name>>

g had been duly given and that a ling was open.

ull every] OR [confirmed that they ed arrangements that were to be lose by Clause [7] of the Charity's

as to appoint a committee of the stees propose to delegate certain evant details>>.

Constitution permits the delegation

ted that the Committee would be

mmittee.

made up of <<Insert name of Trus name of Trustee to be a member of member of the Committee>>] (the

[The chairman then reported thativ

- the Committee must ac established for regulating t
- the authority of the Comm being <<insert relevant det

6. RESOLUTION

IT WAS THEREFORE RESOLVE

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

i List names of all trustees present. There must



e Committee>> and <<Insert <<Insert name of Trustee to be a

<<the terms and conditions>> ttee by the Charity Trustees; and

ce the purpose of the Committee

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

n declared that the meeting was

present to constitute a quorum.

nstitution.

may be three or more, in particular where the ees.

a long stop date, these should be stated here.



ii The minimum number needed for a quorum w

iii The minimum number of members of the C Trustee body is relatively large, e.g. there are n

 $^{^{\}mathrm{iv}}$ If it is proposed that the Committee will be su