### <<NAME OF UNINCO

[Charity registrati

Minutes of a meeting of the Trust <<Charity's full name>> (the "Charity")

PRESENT:	i
	•
	I
[IN ATTENDANCE:]	I
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

#### 1. CHAIRMAN

It was resolved that <<Name>> <<Name>> took the chair of the m

## 2. NOTICE AND QUORUM

The chairman reported that suffic quorum was present<sup>ii</sup>. The chairma

## 3. DECLARATIONS OF INTERES

Each Trustee present at the meeting have any direct or indirect interest at the meeting which they were Constitution.

# 4. PURPOSE OF THE MEETING

The chairman reported that the p Trustees (the Committee) to which and decisions for the purposes of

## 5. APPOINTMENT OF COMMITTI

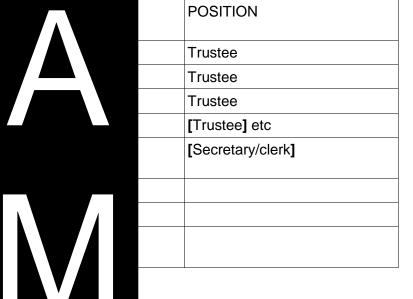
The chairman noted that Clause [2 the Trustees' decisions to a comm

S

## LE ASSOCIATION>>

gistration No.>>]

d charitable association known as > on <<Date>> at <<Time>>.



chairman of the Trustees and

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

y] **OR** [confirmed that they did not ements that were to be considered by Clause [22] of the Charity's

as to appoint a committee of the to delegate certain of its powers

itution permits the delegation of e Committee would be made up

f Unincorporated Charitable Association.

of <<Insert name of Trustee to be Trustee to be a member of the Co

[The chairman then reported thativ

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

### 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

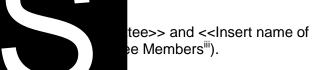
# 7. CLOSE

There was no further business a closed.

.....

Chairman

<sup>i</sup> List names of all trustees present. There must



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

ce the purpose of the Committee

rs 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.

ole on the Simply-Docs website is two or the ter, or such larger number as may be decided

ate but there may be more, in particular where is will be added here.

a long stop date, these should be stated here.



<sup>&</sup>lt;sup>ii</sup> The minimum number specified in Clause 21( number nearest to one third of the total number from time to time by the trustees.

iii The minimum number of members of the Co

 $<sup>^{</sup>m iv}$  If it is proposed that the Committee will be su