

<<CIO F "CIO">>
(Charity registrat registration No.)>>

Minutes of a meeting of the Board (or Trustees) of <<Full name ending in "CIO">> (the "Charity") held at <<Address>> at <<Time>>.

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

1. CHAIRMAN

It was resolved that <<Name>> was elected 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 present². 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 the proposed arrangement with the Charity that was to be considered at the meeting or in any transaction entered into by the Charity which has not been previously declared. This was required by section 222 of the Charities Act 2011, Regulation 22 of the Charitable Incorporated Organisations (General) Regulations 2012, or clause 10 of the Charity's constitution.

4. RESOLUTION

After consideration of the matters referred to in clause 21 of the Charities Act 2011 and clause <<insert number>> of the CIO, THE BOARD WAS RESOLVED AS FOLLOWS:

¹ List names of all trustees present. There must be at least one trustee present to constitute a quorum.

² The minimum number needed for a quorum was <<number>> of the CIO.

Pursuant to the power conferred
<<Insert number>> of the Charity's

Charities Act 2011 [and clause
Trustees of the Charity resolve that

³ [<<Insert name of first nominated
Trustee>> be generally authorised
approve, sign and execute any document
time to time is or are a party with
authority will have the same effect

Insert name of second nominated
posed on that general authority) to
Charity or the Charity Trustees from
any document executed under this
the Charity Trustees of the Charity]

OR

[any two of the following Trustees
imposed on that general authority
Charity or the Charity Trustees from
document executed under this authority
Trustees of the Charity:

ally authorised (with no limit being
execute any document to which the
a party with the intention that any
the effect as if executed by all of the

<<Insert name of first nominated Trustee>>

<<Insert name of second nominated Trustee>>

<<Insert name of third nominated Trustee>>

[<<Insert name of fourth nominated Trustee>>

[<<Insert name of fifth nominated Trustee>>

OR

[<<Insert name of first nominated
Trustee>> be authorised to approve
<<Describe the transaction>> with
authority will have the same effect

Insert name of second nominated
any document to give effect to the
any document executed under this
the Trustees of the Charity]

5. CLOSE

There was no further business and
closed.

an declared that the meeting was

.....
Chairman

³ The wording in the first set of square brackets
of named Trustees are to be authorized, you should
authority is not intended to be general but only
identified in the wording of the resolution, you should

stees are authorized to act. If any two of a list
the second set of square brackets. If the
or more particular documents for a transaction
the third set of square brackets.