

<<NAME OF CHARITABLE COMPANY>>
(Company name)
(Charity registration No.)

<<GUARANTEE>> ("THE CHARITY")
(Registration No.)
(Charity registration No.)

Minutes of an ordinary meeting of
of <<Charity Name>>(the "Charity")

who are also the Charity Trustees
on <<Date>> at <<Time>>.

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

1. CHAIR

It was resolved that <<Name>>
Trustees/Directors.

of the meeting of the Charity

2. NOTICE AND QUORUM

The chair reported that sufficient
quorum was present. The chair de

had been duly given and that a
was open.

3. APPROVAL OF PRIOR MINUTES

A draft of the minutes of the meeti
produced to the meeting. It w
amendment and the chair was au
meeting. [There were severalmat
discussed later in the meeting.]

es/Directorsheld on <<Date>> was
d to approve this draft without
a complete record of the relevant
minutes which were noted to be

4. DECLARATIONS OF INTEREST

[Each Director (Charity Trustee) p
that they did not have any] direct
to be considered at the meeting v
Companies Act 2006 and the Cha

disclosed in full every]OR[confirmed
proposed arrangements that were
to disclose by section 177 of the
on.]

5. [MATTERS ARISING]

The matters arising from the previous meeting were considered. These included <<Insert matters arising to be discussed>>. It was considered in turn and it was noted that further action was required on the following relevant matters>>.]

6. BUSINESS OF THE MEETING

The chair reported that this was a <<monthly/quarterly>> meeting of the Board of Charity Trustees/Directors to discuss the business of the Charity.

The business of the meeting was to consider, review and receive <<monthly/quarterly>> updates on the following:

- the Charity's activities and progress since the last meeting;
- the outlook for the Charity's charitable [activities] [operations][business][and] its charitable [activities]
- the Charity financial position and performance against budget;
- the risks for and management of the Charity;
- [any other specific agenda items]

A list of items to action was then prepared as follows:

Action Items	Owner(s)		Status

In relation to each matter, the Chair asked several questions, which were answered to their satisfaction. [Particular reference was made to <<Insert specific matters to be discussed>>.]

Matters requiring follow up were identified and the specific follow up required was noted as <<Insert relevant matters>> and the specific follow up required was noted as <<Insert relevant matters>> and the specific follow up required was noted as <<Insert relevant matters>>.

7. DOCUMENTS PRODUCED

The following documents were produced and considered in light of the business of the meeting:

<< List documents >>²

8. RESOLUTIONS

After consideration of the matters discussed, it WAS RESOLVED:

<< List resolutions >>³

¹This is an example list of standard matters that charities should consider.

²This may be accounts, forecasts, fundraising initiatives, etc.

³This may be resolving to proceed with e.g. a fundraising initiative.

That these be and are hereby approved
the following person/s shall put the resolution/s
[<< List name/s of Trustee/s nominating person/s into effect >>]

[<< List name/s of staff members of the charity into effect >>]

[<< List title/s of member/s of staff of the charity, Administrator, directed to put resolution/s into effect >>]

9. NEXT MEETING

It was agreed that the next << List date of next meeting of the Board of Charity Trustees/Directors would take place >>

10. FILING

The chair instructed the [Charity Secretary or nominated Charity Trustee/Director>>] to file the following:

[at Companies House:
<< List items to be filed at Companies House >>]

[with the Charity Commission
<< List items to be filed with the Charity Commission >>]

11. CLOSE

There was no further business and the meeting was closed.

.....
Chair

ⁱFor example, the annual return, trustee annual report, and other governing documents.

Trustees/Directors hereby direct that the following resolution/s be put to the meeting:
[<< List resolution/s to be put to the meeting into effect >>]

[<< List resolution/s to be put to the meeting into effect >>]

[<< List resolution/s to be put to the meeting into effect >>]

meeting of the Board of Charity Trustees/Directors would take place >>

nominated Charity Trustee/Director>>]

ared that the meeting was closed.

to the charity's trustees, contact details, name or address of the charity.