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| **Charity Name****Board meeting minutes**  |
| Date: |  |
| Time: |  |
| Location: |  |
| Present: |  |
| Apologies: |  |
| Declaration of interest: |  |
| **Agenda items** | **Actions** |
| 1 | Review of actions from previous meeting  | Chair  |
| 2 | Approve minutes of previous meeting |  |
| 3 | *For example:** *Operational update*

*Secretary gave a verbal update*  | All |
| 4 | * *Financial update*
 | Treasurer and Chair |
| 5 | * *Project update*
 |  |
| 6 | * *Review of governing document*
 | All |
| 7 |  |  |
| 8 |  |  |
| 9 | Any other business |  |
| 10 | Time, date and location of next meeting |  |
| **Signed:** |  | **Date:** |  |