**Minutes of Meeting for (name of trust)**

Meeting minutes of (name of trust) held at (location) on the (date, long format) at (time).

Attendees: (names of attendee/s)

Chair: (name of chairperson)

Notice of meeting: The Chair notified the meeting attendee/s that a quorum was present, and that any resolution was binding upon the Trustee in accordance with the Trust’s deed.

Resolutions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Closure: There being no further business, the meeting was then closed.

**EXECUTED BY THE TRUSTEE:**

Signed by:

|  |  |  |  |
| --- | --- | --- | --- |
| ...............................................................  (Name)  Director | .....................................  Date |  |  |
| ...............................................................  (Name)  Secretary | .....................................  Date |  |  |
| ...............................................................  (Name)  Trustee | .....................................  Date |

|  |  |
| --- | --- |
| Witnessed by:  …………………………………………………………….  Witness Signature  …………………………………………………………….  Witness Name | .....................................  *Date* |