**Appendix B - Board minutes template**

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| **[CHARITY NAME]** | |
| **Minutes of board (or) [specified sub-committee] meeting [No. X]** | |
| **Date:** |  |
| **Time:** |  |
| **Venue:** |  |

|  |  |
| --- | --- |
| **Chairperson:** |  |
| **Present**  **(Charity Trustees):** |  |
| **Quorum:** |  |
| **In Attendance**  **(Others):** |  |
| **Apologies:** |  |

|  |
| --- |
| **Approval of the minutes of the meeting of [ date of last meeting ]:** |
|  |
| **Matters arising:** |
|  |
| **Declarations of conflicts of interest:** |
|  |
| **Financial report:** |
|  |

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| --- |
| **Report on activities:** |
|  |
| **[ Heading for other standing item if applicable, in line with the agenda ]** |
|  |
| **[ Heading for other standing item if applicable, in line with the agenda ]** |
|  |
| **[ Heading for general business item, in line with the agenda ]** |
|  |
| **[ Heading for general business item, in line with the agenda ]** |
|  |

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| **[ Heading for general business item, in line with the agenda ]** |
|  |
| **Any other business (AOB):** |
| 1. |
| 2. |
| 3. |

|  |  |
| --- | --- |
| **Next Meeting** | |
| **Date:** |  |
| **Time:** |  |
| **Venue:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Actions Arising From This Meeting:** | | | |
| **Item No.** | **Action** | **Person Applicable** | **Timeframe** |
|  |  |  |  |
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| --- | --- |
|  |  |
| **Chairperson’s signature and date** | **Secretary’s signature and date** |
|  |  |
| **Chairperson’s name (printed)** | **Secretary’s signature and date** |

This document should be read in conjunction with our [‘Guidance note on minute taking’](https://www.charitiesregulator.ie/media/1688/guidance-note-on-minute-taking.pdf) and [‘Appendix A - Explanatory sample board minutes’](https://www.charitiesregulator.ie/media/1689/appendix-a-explanatory-sample-board-minutes.pdf)

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