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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:** |  | | |