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## Minutes of Board Meeting Form

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Policy Area	Minutes of Board Meeting Form
Policy no.	Policy no. 19
Policy version	Version number 1
Policy operational date	22.01.2024
Policy review date	22.01.2026

## Minutes of Board Meeting Form

The torc.CFRC	
Minutes of board	
Date:	
Time:	
Venue:	

Chairperson:	
Present (Charity Trustees):	
Quorum:	<input checked="" type="radio"/> Yes <input type="radio"/> No
In Attendance (Others):	
Apologies:	

Approval of the minutes of the meeting of:
Matters arising:
Declarations of conflicts of interest:
Financial report:

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 ]
[ 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

Chairperson's signature and date	Secretary's signature and date
Chairperson's name (printed)	Secretary's signature and date