

Charity Name: [Your Charity's Name]

Date: [Meeting Date]

Time: [Meeting Time]

Location: [Meeting Location]

Attendees:

Agenda:

1. Welcome and Apologies

- Chairperson to welcome attendees.
- Note any apologies for absence.

2. Approval of Previous Meeting Minutes

- Review and approve minutes from the last meeting which will include your **Decisions Log**.

3. Matters Arising

- Discuss any issues arising from the previous minutes.
- Review of the action log.

4. Financial Report

- Treasurer to present the financial status and updates.

5. Project Updates

- Updates on ongoing projects and initiatives.

6. Risk Register Review

- Review and discuss the current risk register.

7. Fundraising Activities

- Discuss upcoming fundraising events and strategies.

8. Any Other Business (AOB)

- Open floor for any additional items.

9. Date of Next Meeting

- Confirm the date and time for the next meeting.