

## Minutes of the Trade Aid [ ] Shop Trust

Held at (Place)  
(Date) at (Time)

Chair	
Minutes	
Trustees Attending	
Others in Attendance	
Apologies	

Item (Discussion)	Action (What, Who)	Completion date
1 Welcomes and Apologies		
2 Agenda additions/deletions/priorities		
3 Approval of last minutes *		
4 Matters arising from minutes		
5 Report from Shop Manager *		
6 Incoming Communication		
7 Outgoing Communication		
8 Finance 8.1 Sign-off for monthly financial reports from TAI * 8.2 Sign-off of wage sheets 8.3 Other financial matters (eg budget discussion/approval)		
9 Health & Safety *		
10 Human Resources *		
11 Education		
12 Promotions/ upcoming events		
13 Reporting, eg Annual Plan Charities Commission Staff Appraisals Volunteer Hours Korero		
14 Other Business (eg purchases, property)		

\* Possible Consent Agenda items