

## TRUSTEE MEETING TEMPLATE

**Date/Time and Location of meeting:**

**Attendees/Apologies:**

	<b>Agenda Item</b>	<b>Considerations</b>	<b>Notes/Actions</b>
1	Last meeting minutes	Confirm last meeting minutes Matters arising	
2	Review of Trust Deed/Letter of Wishes	Who are trustees Who are the beneficiaries and what are they entitled to from the trust Powers/Restrictions for trustees Purpose of trust	
3	Review of Tax Treatment of Trust	Current tax legislation/tax changes pending for trusts Trust's tax position: Income tax; CGT/Inheritance tax	
4	Beneficiaries' needs	Update on beneficiaries' personal circumstances and needs; any changes re health or age Consider distributing income Consider advancing capital/making loans as appropriate	
5	Investment performance	Review valuations of trust property/investments Are investments suitable for the trust and risk appropriate Are investments performing vs benchmark Review Investment Policy Statement for discretionary portfolios Are properties insured/maintained and rental agreements up-to-date Review any loans made by trustees	
6	Liquidity/Cash	Review level of cash held Discuss likely future cash requirement	
7	Accounts	Review/approve annual accounts	
8	Tax/Compliance	Review/approve annual tax return Provide beneficiaries with tax certificates for income as appropriate Complete tax declarations as appropriate (CRS/FATCA/IRS/HMRC) Register for LEI if required for investment	
9	Future Planning	Any key dates for the trust to anticipate	
10	Approval of agents	Review professional advisers performance (eg. financial, adviser, investment manager, accountant, solicitor, property manager) Confirm which professionals are required for the trust's running (Re-) confirm a professional's appointment to the trust	
11	Any Other Business		

**This template is for illustration only. It does not constitute advice; no responsibility is taken for errors or omissions.**