

Meeting Minutes Template



Minutes of the meeting held at _____ **Committee** _____ on _____

Meeting commenced at _____

BUSINESS:

- 1) Apologies
- 2) a. Confirmation of Minutes of the Meeting held _____
b. Matters arising out of Minutes. (Not elsewhere reported)
- 3) Correspondence
- 4) Treasurer's Report
- 5) Specific Business
- 6) General Business
- 7) Next Meeting

PRESENT: *List the members present*

IN ATTENDANCE: *Separately list anyone else in attendance*

1) **APOLOGIES**

List any apologies received

RESOLVED on the motion by _____ and seconded by _____ that the apologies be accepted.

2a) **CONFIRMATION OF MINUTES OF THE MEETING HELD _____**

A motion should be moved to adopt these. The resolution from that motion should be set out here. The resolution should include any changes that the meeting resolved to make to those minutes.

RESOLVED on the motion of _____ and seconded by _____ that the Minutes of the Meeting held _____ as circulated be confirmed and adopted.

2b) **MATTERS ARISING OUT OF THE MINUTES**

Deal with any matters that were to be completed since the last meeting or that have arisen from items in those minutes.

3) **CORRESPONDENCE**

All items of correspondence should be listed here under the headings "inward" and "outward". There should be a motion accepting the correspondence which should include any decisions the meeting may have made regarding any of the correspondence.

4) **TREASURERS' REPORT**

This should include:

- *The balance of the Committee's bank account as at the last report;*
- *All transactions on that account since the last report;*
- *The balance of the account as at the date of preparation of the report, which should not be more than 7 days prior to the date of the meetings;*
- *A bank reconciliation*

There should be a motion to accept the Treasurers' Report

RESOLVED on the motion of _____ and seconded by _____ that the Treasurers' Report be confirmed and adopted.

5) **SPECIFIC BUSINESS**

There is no need to record any discussion on any item of business, but it can be done so if preferred. If the meeting wishes to make a decision on any matter raised, that decision should be framed as a motion and put to the meeting. All motions must have a mover and a seconder.

6) **GENERAL BUSINESS**

Any member may raise any matter relevant to the Committee in general business. If any decision is to be made on any matter raised, a motion must be put to the meeting.

7) **DATE AND VENUE OF NEXT MEETING**

A date should be set for the next meeting

Meeting closed at _____