**Meeting minutes template**

**[Charity name]**

**[Committee/board] meeting**

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |

|  |  |
| --- | --- |
| **Attendees:** |  |
| **Apologies:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | | |
| 1 | **Declaration of interests** | | |
| **Who** | **Conflict of interest disclosed** | **Note** |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2 | Review of actions from previous meeting | | |
| **Action/resolution** | **Who** | **Status** |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 3 | Acceptance of minutes of previous meeting | |
| Proposed resolution: That the minutes of the [committee or board] meeting held on [date] be accepted. | |
| **Moved:** | **Seconded:** |
| **Passed/Not passed** | |
| 4 | **Acceptance of new members** | |
| Proposed resolution: That the new members listed below be accepted.  [name] | |
| **Moved:** | **Seconded:** |
| **Passed/Not passed** | |

|  |  |  |
| --- | --- | --- |
| 5 | Operational report | |
| Proposed resolution: That the operational report be accepted | |
| **Moved:** | **Seconded:** |
| **Passed/Not passed** | |
| 6 | **Finance report** | |
| Proposed resolution: That the finance report be accepted | |
| **Moved:** | **Seconded:** |
| **Passed/Not passed** | |

|  |  |
| --- | --- |
| 7 | General business |
| *Rundown of general business items from the meeting goes here. This should include:*   * *any decisions or resolutions made* * *relevant amendments to motions, and a summary of debate if required/relevant* * *declared conflicts of interest (and whether these people left the room during voting or discussions)* * *any divisions or noting of who voted for or against the motion (if requested)* * *movers and seconders of the motion voted on*   *Aim to be thorough, transparent and informative* |

|  |  |  |
| --- | --- | --- |
| 8 | Next meeting | |
| **Time:** |  |
| **Date:** |  |
| **Place:** |  |
| 9 | **Meeting close** | |

|  |  |
| --- | --- |
| **Minute taker:** |  |
| **Signed:** |  |
| **Date:** |  |

*This template is an example only.**Check your charity’s rules and any legislation that applies to it to find out whether you need to make any changes to this template before using it.*