**Meeting minutes template**

**[Charity name]**

**[Committee/board] meeting**

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

|  |  |
| --- | --- |
| **Attendees:**  **(name and position)** |  |
| **Apologies:** |  |
| **Quorum met?** |  |
| **Meeting notice and agenda attached?** |  |
| **Other materials distributed before or during meeting:** |  |

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| Item | Description | |
| 1 | **Declaration of interests** | | | | |
| **Who** | **Conflict of interest disclosed** | | **Notes** | **Added to register of interests?** |
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| --- | --- | --- | --- | --- |
| 2 | **Review of actions from previous meeting** | | | |
| **Action/resolution** | **Who** | **Status** |
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| 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** | |

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| 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** | |

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| 7 | General business |
| *Rundown of general business items from the meeting goes here. This should include:*   * *any decisions or resolutions made, including the full reasons for the decision and any specialist advice taken, if applicable* * *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. It is important to include a record of what was discussed and decided in enough detail to understand all operational and financial decisions.* |

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| 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.*