**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:** |  |

|  |  |
| --- | --- |
| Item | Description |
| 1 | **Declaration of interests** |
| **Who** | **Conflict of interest disclosed** | **Notes** | **Added to register of interests?**  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| 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, 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.*  |

|  |  |
| --- | --- |
| 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.*