**[Insert name of Club/Association] Minutes of Meeting**

**Date:[Insert date] Time:[Insert time] Location:[Insert Location]**

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|  | **ITEM** | **ACTION** |
| **1** | **Open** |  |
| **2** | **Present** |  |
| **3** | **Apologies** |  |
| **4** | **Minutes of Previous Meeting**  Motion: That the minutes of the meeting of [date] be accepted.  Moved:  Seconded:  Accepted |  |
| **5** | **Business Arising from Minutes** |  |
| **6** | **Standing Items** |  |
| **6.1** | **Health and Safety** |  |
| **6.2** | **Membership** |  |
| **6.3** | **Volunteers** |  |
| **7** | **Items for Discussion/information** |  |
| **8** | **Committee Member Reports** |  |
| **9** | **General Business** |  |
| **10** | **Next Meeting**  Date: [Insert date]  Chair: [Insert name of chair]  Minutes Taker: [Insert name of minute taker] |  |
| **11** | **Close**  Meeting closed at …. |  |