**(*Name of group*)**

**Minutes of the meeting held on (*date, time and venue here*)**

**Present:**

*List names and title here*

*E.g. Wendolene Ramsbottom - Chair*

1. **Apologies**

*List any apologies here*

1. **Declaration of interests**

*A conflict of interest is any situation where a committee member’s personal interests or interest they owe to another person or body may influence their decision making. List any conflicts here or state that there are no conflicts if so.*

1. **Minutes of the previous meeting**

*Approve the minutes of the previous meeting provided they are accurate.*

1. **Matters arising**

*The opportunity for problems or questions from a previous meeting to be discussed.*

1. **Group business**

*Updates on what the group has been doing (events/achievements/issues, finances) alongside any actions that need to be taken:*

* *the precise wording of any resolution together with the name of the proposer and (optionally) the seconder of the motion,*
* *a summary of the discussion on each item of business,*
* *information upon which the decision was based,*
* *details of the decision, i.e. who voted and how and, in the event of an equality of votes, if the Chair used a casting vote,*
* *the action required,*
* *the names of the people who are responsible for implementing the decision.*

1. **Date/s of next meeting**

*List the date/s, time and venue of the next meeting here.*