

Minutes of the [Board / Committee] Meeting

Date	_____	Time	_____
Location	_____	Chair	_____
Secretary	_____	Quorum present (Y/N)	_____

Present

Apologies

Declarations of interest

Approval of previous minutes

Motions

Motion	Proposed	Seconded	For	Against	Abstain	Result

Actions

Action	Owner	Due

Action	Owner	Due

Date approved