

**{Insert COMMITTEE NAME}**

**MINUTES OF {*Ordinary/Extraordinary*} MEETING**

HELD ON: {INSERT DATE}

**MEETING OPENED:** TIME

**PRESENT:** NAME (Chairperson), NAMES and NAME (Minute Taker) *(including first and last name)*

**APOLOGIES:** NAMES

Moved NAME, seconded NAME that the apologies be accepted.

**CARRIED**

**DECLARATIONS OF CONFLICT OF INTEREST:**

List the details of any conflicts of interest here.

**MINUTES OF THE PREVIOUS MEETING:**

Moved **NAME**, seconded **NAME** that the minutes of the previous meeting, dated **{INSERT** **DATE}** be accepted.

**CARRIED**

Include Mover and Seconder for all items’ resolution/s and whether carried.

| **Item No.** | **Item** | **Action** |
| --- | --- | --- |
| **5** | **BUSINESS ARISING:** |  |
| **Item number (e.g. 5.1)** | **Item Heading**  Details of discussion. | **(Who, what, how and when)** |
|  | Add a new row for each item discussed. |  |
| **6** | **TREASURER REPORT** |  |
| **Item number** | **Item Heading**  Details of Discussion. | **(Who, what, how and when)** |
| **7** | **CORRESPONDENCE**: |  |
| **Item number** | **Item Heading**  Details of discussion. | **(Who, what, how and when)** |
|  | Add a new row for each item discussed |  |
| **8** | **STANDING ITEMS:** |  |
| **Item number** | **Item Heading**  Details of discussion. | **(Who, what, how and when)** |
|  | Add a new row for each item discussed |  |
| **9** | **GENERAL BUSINESS:** |  |
| **Item number** | **Item Heading**  Details of discussion. | **(Who, what, how and when)** |
|  | Add a new row for each item discussed |  |

**MEETING CLOSED:** TIME

**NEXT MEETING**: TIME, DATE and LOCATION

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Chairperson Date