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| Template – minutes of meeting  Committees of management |
| Your committee can choose to use this template for minutes of a committee meeting.  To use the template, cut and paste the table below into a word document. |

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| *[insert name of committee]*  Minutes – committee meeting |
| Date and time [if applicable, also insert the meeting no.] |
| Location |
| Chair(or presiding member) |
| Committee members present  [List committee members in attendance. If a member is absent for any item(s), or part item(s), record this beside their name. If they attend remotely, note this also e.g. video call] |
| Invited guests present (if any)  [List any invited guests in attendance. Record the item(s), or part item(s), they are present for. If they attend remotely, note this - e.g. teleconference.] |
| Apologies  [List names and any relevant titles – e.g. chair.] |

| **Start time** | **No.** | **Item** | **Actions arising**  (if any) who is responsible; due date |
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| *[Insert]* | 1. | **Opening formalities** |  |
|  | 1.1 | The meeting was opened by the chair. |  |
|  | 1.2 | Apologies as listed above. |  |
|  | 1.3 | Confirmation of quorum: [Insert – e.g. ‘There being X committee members present the required quorum of Y is satisfied.’] |  |
|  | 1.4 | The committee confirmed the agenda [Insert if applicable: ‘with the following changes …’] |  |
| *[Insert]* | 2. | **Register of gifts, benefits and hospitality** |  |
|  |  | ‘All committee members present affirmed that their entries in the *Register of gifts, benefits and hospitality* are complete and correct [*Insert if applicable:* except for XXX, who agreed to provide up-to-date details without delay:’ |  |
| *[Insert]* | 3. | **Register of interests** |  |
|  |  | ‘All committee members present affirmed that their entries in the *Register of interests* are complete and correct [*Insert if applicable:* except for XXX, who agreed to provide up-to-date details without delay.’ |  |
| *[Insert]* | 4. | **Conflicts of interest** |  |
|  |  | ‘The committee noted that there were no conflicts of interest (real, potential or perceived) concerning any item on the agenda.’  OR, if a conflict of interest is declared, record:   * who declared the conflict * a description of the interest and conflict ($ value does not need to be recorded) * the committee’s decision on whether the conflict is ‘material’ (serious), and * the committee’s decision on what action will be taken to manage the conflict. |  |
| *[Insert]* | 5. | **Minutes of previous meeting** |  |
|  | 5.1 | The committee endorsed the minutes of the previous meeting [*insert meeting date and/or number*] as complete and accurate. [Insert if applicable: ‘subject to the following amendments …’] |  |
|  | 5.2 | [Insert – e.g. ‘The committee noted the current status of actions arising from the previous meeting’.] |  |
| *[Insert]* | 6. | **Priority item A** – [*insert title, e.g.* **Shelter shed**] |  |
|  |  | **Description**  [Insert – e.g. ‘Need for minor repairs to shelter shed on the reserve, including repainting.’]  **Key factors**  [Briefly note key factors in the committee’s decision. Avoid details of ‘who said what’.  Example:  ‘The condition of the shelter shed is deteriorating. It also looks unsightly. Boards are starting to fall off and it needs repainting. Unless minor repairs occur soon, the shed is likely to require more extensive repairs within a few months and may become hazardous. It would also be preferable to fix it before winter’.]  **Decision/outcome**  The committee voted that [Insert - e.g.‘A working bee will be held on 1 March. It will be organised by X and Y in consultation with other committee members. Z will seek donations of paint from the local hardware store and elsewhere.’]  **- Voting in favour:** *[Insert names of members voting in favour**OR insert* ‘All’]  **- Voting in dissent:**[Insert names of members voting in dissent (and, if requested, briefly note key factors material to their decision here or above in ‘key factors’) OR insert ‘Nil’*]*  **- Abstained from vote:** [Insert if applicable – e.g. ‘As a result of a conflict of interest, X was absent for all discussion and decision making on this item’.]  *[The member moving/seconding the motion can also be recorded if the committee so chooses.]* |  |
| *[Insert]* | 7. | **Priority item B** – [*insert title*] |  |
|  |  | [As above.] |  |
| *[Insert]* | 8. | **Reports and operational matters** |  |
|  | 8.1 | [Insert – e.g. Chair’s report(dated X)]  Key factors: [Briefly note. Avoid details of ‘who said what’.  Example:  ‘No changes to the report as written’.]  Decision/outcome: [Insert – e.g. ‘The committee noted the Chair’s report.’] |  |
|  | 8.2 | [Insert – e.g. Treasurer’s report - including financial report (dated X)]  [As above.] |  |
|  | 8.3 | [Insert – e.g. Secretary’s report – including attached list of correspondence sent and received]  [As above. Include any decisions about correspondence.] |  |
| *[Insert]* | 9. | **Other business** |  |
|  | 9.1 | *[Insert title* and brief description]  Key factors: *[Briefly note.* Avoid details of ‘who said what’.*]*  Decision/outcome: [Insert, depending on whether for decision, noting, etc.] |  |
|  | 9.2 | [As above] |  |
| *[Insert]* | 10. | **Next meeting** |  |
|  |  | The next meeting is as follows: [insert date, time, and location.] |  |
| *[Insert]* | 11. | **Meeting Adjourns** |  |
|  |  | The meeting was closed by the chair. |  |

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