

NAME OF ORGANISATION

Minutes of the Meeting of the Management Committee held on
[DATE ... TIME ... VENUE]

PRESENT:

APOLOGIES:

1.	Minutes of the last meeting The Minutes of the last meeting on [DATE] were agreed as a true record. The previous minutes should then be signed and dated.
2.	Matters Arising from the minutes
3.	Agenda Items An agenda needs to be sent out prior to the meeting so that all attendees are prepared. A financial update must be included as an agenda item at each meeting.
4.	Any Other Business
5.	Summary of Actions/Owners What needs to happen, who will take responsibility for this and when will it be done by.
6.	Date of next meeting

These meeting minutes were approved by the Management Committee on.....

Signed.....

Print Name.....

Position.....