**Minutes template**

*Items/motions in minutes for example purposes only. Minutes should be tailored to organisational needs*

**Minutes of the meeting of XYZ Company held on [date], [time] at [location].**

**Present:**

**Apologies:**

1. **Welcome**
2. **Interests register and conflicts of interest**
3. **Minutes of the last meeting**

Resolution: *That the minutes of the meeting dated XXXX be accepted as a true and accurate record.*

Moved:

Seconded:

Motion passed: Yes / No

Abstentions:

1. **Action items from the last meeting**
2. **Management reporting**

Resolution: *That the management report for the period dated XXXX be received and approved.*

Moved:

Seconded:

Motion passed: Yes/No

Abstentions:

……. For all agenda items

 **10. General business**

**Next meeting:** The next meeting of XYZ Company will be held on[date], [time] at [location].

*These minutes have been accepted as a true and accurate record by the board of XYZ Company.*

Signed: ­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair