



## **Taking a minute of your meeting**

The minute is a record of the meeting. It notes the items on the agenda and what discussion, decision and action was taken. The minute should be circulated to all members before the meeting.

### **What items should a minute record?**

- Who was present, when and where
- It should follow the agenda items
- Be short, clear, easy to read and understand
- Include a decisions made and who actions the decision, if required
- Record monthly financial reports and any financial decisions made at the meeting
- Detail incoming correspondence and decisions about replies

### **Tips**

- It is a good idea to include an option column stating who is responsible for carrying out decisions made
- Write up the minute, as soon as possible after meeting while your memory is still fresh about what happened at the meeting
- Share the task. Have a correspondence secretary **and** a minute secretary

## SAMPLE MINUTE

Minute of .....Tenants & Residents Association  
Committee Meeting on Wednesday 4<sup>th</sup> February 2015  
C.E. Centre, Dumbarton

	Item	Action
1.	<b>Present, apologies &amp; welcome</b>  The Chairperson makes sure all attendees have signed in, apologies are registered and guests are introduced	
2.	<b>Minute of previous meeting</b>  Minute is checked for accuracy and amendments noted. Minute is approved and seconded by two of the committee who were at the previous meeting	
3.	<b>Matters arising from minutes and outstanding actions</b>  Requests for updates are given and noted. If an item is also on the current agenda it should be discussed then	
4.	<b>Correspondence/Secretary's report</b>  The Secretary reads out any correspondence received. The committee agrees a response or action, if required.	
5.	<b>Treasurer's report</b>  Treasurer gives an update on any income or	

	expenditure since the previous meeting. Any future expenditure is discussed and approved by the committee.	
6.	<b>Community Police</b>  Guest speaks and answers any questions.	
7.	<b>Consultation meeting</b>  Note discussion, decision and who actions	
8.	<b>Any other business</b>  Note items raised, discussion, decision and who actions	
9.	<b>Date / time / place of next meeting</b>  <b>Record date, time and place of next meeting</b>	