Summary of Minutes Template

This template allows you to capture the **main** points from your Community Council meeting. This can be distributed within your area, to community groups / organisations and if appropriate displayed on local notice boards. This is a good way of ensuring your community are aware and up to date with what the Community Council are doing and also provides ongoing promotional opportunities for the Community Council.

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| **Heart of Community copy[Name of] Community Council Minutes**  **Date / Time / Venue** |
| **A formal minute of the above meeting is available via**  **[insert website/secretary details]** |
| **Local Community** |
| * [bullet point from Community Feedback and Reports]. |
| **Local Planning Issues** |
| * [bullet point from Community Feedback and Reports]. |
| **Main Actions from Meeting** |
| * [bullet point]. |
|  |
| **Date and Time of Next Meeting** |
| [insert details here inc Venue information] |
| *[name of Community Council] welcomes residents and community groups at their meetings and to attend / participate and, most importantly, be part of their Community Council.* |