Minutes of Meeting template

A standard format for your Community Council minutes follows:

**Minute of Meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Community Council**

Date:

Time:

Venue:

Chair: [insert name of]

Attendees: [list attendees]

Apologies: [list apologies received]

[note the discussion and action, by whom and by when]

1. **Police Update**
2. **Minutes of last meeting**
3. **Matters Arising**
4. **Correspondence**
5. **Treasurers Report**
6. **Community Feedback**
7. **Reports** 
   1. **Local Councillors**
   2. **Community Council Sub-Group(s)**
   3. **A N Other(s)**
8. **Planning Issues**
9. **The Joint Community Councils of Moray**
10. **AOCB**
11. **Date, time and venue of next meeting**