**INSERT NAME OF CLUB / SOCIETY**

MINUTES

[*Describe meeting*] was held on [*date*] in [*meeting venue*]

Present *List all members who came to the meeting*

In Attendance *List any non-members or guests who attended*

The Chairperson welcomed all attendees to the meeting.

1. APOLOGIES

Apologies were received from [*list any members who informed the Chair in advance that they were unable to attend*]

2. MINUTES OF MEETING OF [*date*]

*For committee meetings, note any comments on the previous set of minutes.*

3. MATTERS ARISING

*Note any discussion of any issues / topics arising from the last meeting which are not already on the agenda.*

*Next, you discuss a prepared set of topics. For an AGM, these would be as follows:*

4. Annual Report to Membership

5. Any Constitutional Amendments

6. Election of New Committee

7. ANY OTHER BUSINESS

Note any other items brought by members for discussion.

9. DATE OF NEXT MEETING

*For committee meetings, you should agree on the date of the next meeting here.*