



(SAMPLE ONLY)

MINUTES of [NAME OF BRANCH/STREAM/DIVISION] Meeting
Held at [NAME OF VENUE]
on [DAY & DATE] commencing at [TIME]

Attendees:

Apologies:

In attendance:

(Eg invited guests, speakers, members of other groups)

1. Welcome

- Summarise opening remarks

2. Confirmation of Minutes and Matters Arising

- Minutes of Meeting [DATED] [previously circulated (preferred option) or tabled]
- Summarise key matters discussed
 - **Resolution: It was resolved that** the Minutes [as read or amended] be accepted.
- Matters Arising/Action Points
 - List items as applicable

3. Health and Safety [DELETE IF NOT APPLICABLE]

- Summarise matters discussed
 - **Resolution: It was resolved that** [note any key decisions made]
- List Action Points as applicable

4. Focus items

- Summarise matters discussed
 - **Resolution: It was resolved that** [note any key decisions made]
- List Action Points as applicable

5. Strategic Items

- Summarise matters discussed
 - **Resolution: It was resolved that** [note any key decisions made]
- List Action Points as applicable

6. Financial Reports

- [DATE] Financial report (Income and Expense report – Actual against Budget)
- Schedule of payments made during preceding period & current invoices outstanding
- Schedule of monies received during preceding period & current monies owed
- Summarise key matters discussed
 - **Resolution: It was resolved that** [note any amendments – if none, accounts/reports accepted as tabled]

7. Other Business

- Summarise matters discussed
 - **Resolution: It was resolved that** [note any key decisions made]
- List Action Points as applicable

8. Date for Next Meeting []

Meeting closed at [STATE TIME]