

A sample for guidance on layout of committee meeting minutes:

MINUTES OF A MEETING OF THE XXX COMMITTEE  
HELD AT 2PM on FRIDAY 17 JUNE 20XX  
AT THE (VENUE)

Present:

Mrs P Harvey (chair)

Dr N Cave

Mr R Smith (secretary)

In attendance: Mrs P Morrison

Actions

1 Apologies

Apologies were received from Mrs R Hughes

2 Minutes of the previous meeting held on 12 April 20..

After the correction of a typing error in minute 8, the minutes of the previous meeting were signed as a true record.

3 Matters arising

3.1

4 Axxxxxxxxxxxxxxxx Bxxxxxxxxxxxxxxxx

5 Letters and Correspondence

6 Any other business

7 Date and time of next meeting

It was agreed to hold the next meeting at 2.30pm on Tuesday 25 July 19, in Room 6, Level 3, West Block, The General Hospital, Lesser Wapping.

The meeting closed at 5pm.