



Meeting minutes

(Insert Branch Name and location here)

Date: _ _ / _ _ / _ _ _ _

Attendees

Committee:

Branch Members:

Apologies for Absence

Scribe

Minutes of previous Meeting



Committee Reports

Chairman:

Treasurer:

Secretary:

Membership Secretary:

Branch Membership Total reported as.....

New Business

-
-
-

Previous Business

-
-
-



Date of Next Meeting

Next Meeting Agenda Items

-
-
-

Adjournment

Meeting closed at.....

