Minutes Template

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| **Heart of Community copy[Name of] Community Council Minutes****Date / Time / Venue** |
| **Chair:** | [insert name of] |
| **Attendees** |
| * [list attendees]
 |
| **Apologies** |
| * [list apologies received]
 |
| **Topic** | **Discussion** | **Action** | **Person Responsible / Timescale** |
|  | **Police Update** |  |  |  |
|  | **Minutes of Last Meeting** |  |  |  |
|  | **Matters Arising** |  |  |  |
|  | **Correspondence** |  |  |  |
|  | **Treasurers Report** |  |  |  |
|  | **Community Feedback** |  |  |  |
|  | **Reports** |  |  |  |
|  | **a) Local Councillor(s)** |  |  |  |
|  | **b) Community Council Sub Group** |  |  |  |
|  | **c) A N Other(s)** |  |  |  |
|  | **Planning Issues** |  |  |  |
|  | **The Joint Community Council of Moray** |  |  |  |
|  | **AOCB** |  |  |  |
|  | **Date, Time and Venue of Next Meeting** |  |  |  |