Summary of Minutes template

This template allows you to capture the **main** points from your Community Council meeting. This can be distributed within your area, to community groups / organisations and if appropriate displayed on local notice boards.

This is a good way of ensuring your community are aware and up to date with what the Community Council are doing and also provides ongoing promotional opportunities for the Community Council.

**Minute of Meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Community Council**

Date:

Time:

Venue:

**A formal minute of the above meeting is available via [insert website/secretary details]**

|  |
| --- |
| **Local Community** |
| [bullet point from Community Feedback and Reports]. |
| **Local Planning Issues** |
| [bullet point from Community Feedback and Reports]. |
| **Main Actions from Meeting** |
| [bullet point]. |
| **Date, Time and Venue of Next Meeting** |
| [insert details here inc Venue information] |

[name of Community Council] welcomes residents and community groups at their meetings and to attend / participate and, most importantly, be part of their Community Council.