Ambridge Council

Thursday 6-Feb-2025 @ 10:00
Ambridge Union Hall, Union Street, Ambridge, Borsetshire, B5 0UH

MINUTES

1: Meeting Header

Meeting Name: [Committee Name]
Date: [Date]
Time: [Start Time] - [End Time]
Venue: [Venue]
Chair: [Chair Name]

2: Attendance

Present:
- [List members present]

Apologies:
- [List members who sent apologies]

Absent:
- [List members absent without apology]

Officers/Advisers:
- [List officers and advisers present]

3: Declarations of Interest

[Record any declarations of interest made by members, including the nature of the interest and whether the member left the meeting.]

4: Confirmation of Minutes

The minutes of the meeting held on [Previous Date] were confirmed as a correct record and signed by the Chair.

5: Public Participation

[Record any public questions, statements, or petitions. Include the name of the speaker (if they consent), a summary of their statement/question, and any response given.]

6: Main Business Items

[For each agenda item, record:
- Item number and title
- Summary of discussion
- Any amendments proposed
- Voting results (if applicable)
- RESOLUTION/DECISION in bold or capitals]

7: Action Items

[List of actions agreed, including:
- Action description
- Responsible officer/member
- Deadline
- Status]

8: Date of Next Meeting

The next meeting will be held on [Date] at [Time] in [Venue].

9: Close of Meeting

The meeting closed at [End Time].