

Guidance Notes for Minutes Books

Every minute book must contain:

A signed copy of the accounts for year end 2018 and a copy of the constitution (date of signing does not matter but it must be a signed copy) and there must be a point on the AGM meeting where it was adopted.

Minutes of the Club AGM with proposers and seconders recorded and minutes for 2018 AGM should not be signed.

General guidance

Minutes of meetings should include:

Date, time and location of meeting

Name of Chairman of meeting

Number of members attending or list of members attending

Apologies (if applicable)

Details of business conducted

Minutes read from previous meeting and signed and dated correctly in book

Minutes can be hand written or computer generated