Worked example - a fictional committee. Replace every detail with your own.

Meeting minutes

Riverside Community Cafe - volunteer committee

Organisation	Riverside Community Cafe	**Meeting type**	Monthly committee
Date	12/11/2026	**Time**	19:00 - 20:15
Venue	Cafe back room	**Minutes by**	Sam Taylor

Present Alex Morgan (chair), Sam Taylor, Jo Example, Priya Sample

Apologies Chris Placeholder

Minutes of last meeting Read and approved

Discussion and decisions

Item	Discussion	Decision or outcome
1. Finances	Treasurer reported a balance of £2,140.00 after paying for the new fridge.	Report accepted.
2. Winter opening hours	Discussed opening until 17:00 on Saturdays from December.	Agreed as a trial until end of February.
3. Volunteer rota	Three new volunteers have joined. Rota needs updating.	Jo to update and circulate.

Actions

Action	Owner	Deadline
Update and circulate volunteer rota	Jo	19/11/2026
Print winter opening hours poster	Priya	26/11/2026
Send committee papers for December	Sam	03/12/2026

Any other business Chris asked about a Christmas lights switch-on. To be raised in December.

Next meeting Thursday 10 December 2026, 19:00, cafe back room

A Morgan

Chair

10/12/2026

Date approved

How to use this template

Minutes are the formal record of a meeting: who was there, what was decided and who agreed to do what. Use this layout for committees, clubs, boards and team meetings.

1. **Prepare the header.** Add the date, venue and names before the meeting starts so you can tick people off as they arrive.
2. **Follow the agenda.** Use one row per agenda item. Record the discussion briefly and the outcome clearly.
3. **Record decisions and actions separately.** Anyone reading the minutes later should be able to find them quickly.
4. **Circulate a draft.** Send the minutes to the chair for checking, then to everyone who attended.
5. **Approve at the next meeting.** Once agreed, the chair signs and dates the minutes.

Check your organisation's constitution or governing document for any rules on minutes.