**Agreed by Council 23rd July 2016**

**Process for preparing Council Meeting Minutes.**

**Purpose.** There has been some confusion as to the purpose of minutes and the distinction between draft and final minutes. This seeks to clarify the position.

**Background: Charity Commission Guidance** contained in the publication *Setting up and running a charity – guidance. Charity meetings: making decisions and voting* first published 23 May 2013.

*Section 5. Keep minutes of every meeting. The Commission recommends that you keep accurate minutes of all meetings. They don’t need to be word-for-word, but should give:*

*the name of the charity*

*the type of meeting*

*the date and time of the meeting*

*the names of those present*

*who chaired the meeting*

*what capacity people attended in, such as trustee or staff member*

*any absences for agenda items due to conflicts of interest*

*apologies for absence.*

*The minutes should record exactly what was agreed, particularly for important or controversial decisions. For example:*

*the exact wording of any resolution and who proposed it*

*a summary of the discussion on each item of business*

*information used to make decisions*

*how many votes were made for and against, and how many didn’t vote*

*what action is needed and who is responsible for taking it*

*the date, time and venue of the next meeting.*

**PSPS Approach.** PSPSalways seeks to adhere to the CC guidance noting in particular that minutes should aim to record decisions and the information available to trustees accurately, and to summarise discussions leading to any decision. Space does not permit everything said to be written down and, except where that is Council’s express wish, the minutes do not record remarks likely to cause offence.

**PSPS Process:**

* The minute taker produces a draft and usually, but not always, circulates it for comment to those who have introduced papers or otherwise played a major part in the meeting.
* The minute taker makes such alterations as he or she thinks appropriate in the light of comments received and provides a further draft to the Chairman who may propose further amendments.
* *Draft* Minutes are then circulated to all members of Council who can consider before the next meeting whether the record is accurate.
* At the next meeting the Chairman asks Council members whether they wish any changes made to the draft minutes. Any changes agreed are noted. He then asks Council whether the draft minutes are agreed and whether he may sign them as a true record. Only if Council assents do *draf*t minutes become *the* minutes with further alteration only in exceptional circumstances.