**Minutes {Function}**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting:** | {Title} | | |
| **Date:** | {Date} | **Time:** | {Time} |
| **Location:** | {Location} | | |
| **Attendees:** | {Attendees} | | |
| **Apologies:** | {Apologies} | | |

| **Action Number** | **Action** | **Date added** | **To be  completed by** | **By When** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
|  |  |  |  |  |
| **end** |  |  |  |  |

Just for ease of use when I was setting up the Action Plan for GDPR, I set up a format very similar to the one I used to use at work. Makes it easy to keep track and not forget anything.

I have set up a template so that anyone else can use the format if they wish.   
If you wanted to, you could look at the GDPR version for an example.

Les

**How to use the Minutes Template**

Just delete these instruction and start typing.  
Once you have set up an Action List (Minutes) document for the first time, you can use that as the starting point for the next meeting of that type, and most of the headings will already be there.

* Change **{Function}** to the church function to which the document relates  
   eg. “PCC”, “Mother’s Union”, “Linkline” etc
* Change **{Title}** to the title of the Meeting, then it always stays the same.
* Change **{Date}** to the date of the meeting.
* Change **{Time}** to the time of the meeting.
* Change **{Location}** to the Location of the meeting.
* Change **{Attendees}** to the people attending meeting.
* Change **{Apologies}** to the who have apologised for being unable to attend.

For each action:

* **Action number:**  Allocate the next available number   
   (from all meetings of this committee - don’t reuse numbers)
* **Action:**  Brief description of the action required
* **Date added:** Date when the action was added to the list
* **To be completed by:** Name (or role) of the person who will take responsibility for completing the action
* **By when:** Target date for completion.

When reviewing each action:

* If the action is completed, put ‘Completed’ in the **When by** column. After that version of the document has been issued, that action can be deleted.
* If the action is not completed, but progress has been made, add a brief, dated comment to the **Action**
* If no progress on the action, leave it on until next time

General

* **Document Naming**  
  Start with the meeting name, then document type, then, date in YYYYMMDD format  
  I always put a version number on (eg v0.1) when I save a document, but that is just force of habit.  
    
  eg. PCC Minutes 20190908 v0.1.docx
* **Font**  
  The body of the document uses Calibri, 11 point
* **Header**  
  Must always stay the same (St Catherine’s Heald Green, and the church sketch)
* **Footer**Gives the document name, todays date and the page number.  
  The structure should stay the same and the page numbers update automatically.  
  Unfortunately, Word won’t change the file name automatically, so you need to double click on the footer section, select the file name, then press the F9 key. (Messy, but it works)