

DATED

December 2020

MINUTE TAKING GUIDANCE

Wycombe Islamic Mission & Mosque Trust Ltd (WIMMT)



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1. Purpose

- 1.2 An organisation must keep accurate minutes of all meetings. Minutes do not need to be word for word records but they must contain all the information that is important and necessary for the charity and to demonstrate the rationale for the decision.

2. Structure

- 2.1 As a general rule, minutes should contain the following:

- Name of the charity
- Type of meeting (Board of trustees, AGM, EGM)
- The date and time the meeting was held
- Apologies for absences
- Names of those present and their role
- Agenda items

3. Record Keeping

- 3.1 The minutes should be recorded by someone who is not involved in the running of the charity. This is usually a secretary. If a trustee has to take minutes they should also be given the opportunity to participate in the meeting effectively.

- 3.2 The minutes should be approved and signed by the chairman. Once signed, they become the only legal record of the meeting. A draft copy of the minutes should be sent to all trustees before approval. If after discussing any objection with the chairman they still do not agree with what is written, their dissension should be recorded as a post script to the approved minutes.

- 3.3 The minutes should record:

- Precise wording of any resolution with the name of the proposer and seconder.
- Summary of the discussion around each item of the agenda (not word for word) but enough to demonstrate the rationale for the decision.
- Information upon which the decision was based
- Details of the decision- who voted and how and whether the chair had to use a casting vote.
- Action points
- Name of who is responsible for implementing the action and the deadline.
- Date time and venue of next meeting.

It is common for all attendees to sign a register and for this to be attached to the minutes.

4. Storage

- 4.1 All minutes should be kept for the duration of the existence of the charity. It is recommended to keep a minute book which contains the approved, signed copy of the minutes for every meeting. This should be page numbered so that any missing pages can be identified. The minute book can be kept on a computer.
- 4.2 Minutes of trustee meetings must be accessible by all trustees and where appropriate, to professional advisers such as auditors or lawyers.

Policy Review

Last review date: December 2020

Next scheduled review date: December 2021

Johns & Sagar LLP