**<Branch Name> Branch Minutes**

Held <TIME> <Date/Month> 20xx

<Address of Meeting>

**Meeting Opened:** *note time*

**Attendance:** please type all in attendance here, not just ‘as per attendance book’

Note all visitors/non branch members/MP’s as ‘Name (visitor)’

**Apologies:** *note all apologies received here*

**Minutes of Previous Meeting**

**MOTION:** *That the minutes of the previous meeting Date/Month/Year be accepted*  
**MOVED:  
SECONDED:**  
*CARRIED or NOT CARRIED*

**Correspondence**

**New Members**

**MOTION:** *That the membership applications of <list all names> be accepted by the branch.*  
**MOVED:  
SECONDED:**  
*CARRIED or NOT CARRIED*

**Reports**

* President –
* Treasurer –
* Membership –
* Campaign Report –
* Any other reports –
* Local Issues and Networking Report –

**MOTION:** *That the reports be accepted.*  
**MOVED:  
SECONDED:**  
*CARRIED or NOT CARRIED*

**Business on Notice**

**Motion #1:** *type motion in full here* **MOTION:   
MOVED:**

**SECONDED:***CARRIED or NOT CARRIED*

**Motion #2:** *type motion in full here* **MOTION:   
MOVED:**

**SECONDED:***CARRIED or NOT CARRIED*

**General Business**

**Meeting Closed:** *note time*