Summary of key decisions taken by Community Council

This template allows you to capture the **main** points from your Community Council meeting. This can be distributed within your area, to community groups/organisations/the press and if appropriate displayed on local notice boards.

This is a good way of ensuring your community are aware and up to date with what the Community Council are doing in advance of the minutes being produced and approved. It also provides ongoing promotional opportunities for the Community Council.

**Meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Community Council**

Date:

Time:

Venue:

**A formal minute of the above meeting will be available on the Community Council website (insert link)**

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| **Main Actions/Decisions from Meeting (including Planning and Projects)** |
| Subject matter, short summary of issue and agreed action |
| **Date, Time and Venue of Next Meeting** |
| [insert details here inc Venue information] |

[name of Community Council] welcomes residents and community groups at their meetings and to attend / participate and, most importantly, be part of their Community Council.