



1. Recording of Minutes

Minutes are taken of Trustee meetings by the Secretary.

The Minutes document is circulated by email as soon after the meeting as is practical.

The Trustees attending the meeting have a window of 7 days to read the document. They report any errors to the Secretary who may amend the document and recirculate it.

When the document is finally agreed by the Trustees the Secretary adds a note to the end of the document to record the date eg:

Agreed by email as an accurate record on 7 February 2025.

At the next meeting of the Trustees the Agenda has a regular item of Approval of Minutes of the last meeting. No discussion is required, the Secretary copies the comment above into the new minutes and the item is closed.

2. Publishing of Minutes

The Secretary redacts the agreed minutes to remove any information that he/she considers unsuitable for publication.

The redacted minutes are then passed to the Webmaster as a PDF file for posting on the website.

Minutes are retained on the website indefinitely.

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Next review: 2030