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Policy on Green Routes Meeting Minutes

The minutes of the meetings will be taken by the Minutes Secretary and in their absence by a nominated Board Member as a true record of that meeting.

Procedure

Board Meeting

- Minutes recorded.
- Initial Draft of the minutes e mailed to Board Members within 7 days of meeting
- Board Members assure Minutes as accepted unless members report back within 14 days to Minutes Secretary.
- Final Draft Minutes e mailed to Board Members by Minutes Secretary prior to the following meeting.

Following Meeting

- Minutes put forward for acceptance by the Board and signed as adopted & seconded by Board Members.
- Master signed (hard) copy of Minutes retained in office with copies of monthly reports from Development Manager, Operation Managers, Accounts and any further submitted Reports.

Archived Records retained for 5 years

- Master (hard) copies and electronic copies retained in the office.

Signed & date of adoption by Board of Trustees : 27/11/2014

Signed & date of review : 29/08/2019