



Birse Community Trust

Board Agendas & Minutes - Standing Orders (February 2015)

Agendas

- (i) A draft Agenda will be produced for each Board Meeting by the person to whom BCT's Trustees assign this responsibility.
- (ii) The draft Agenda will be agreed with BCT's Chair (or the Trustee to Chair the Meeting) before it is distributed to all Trustees and will refer to any paper distributed for any item on the Agenda.
- (iii) The aim will be to circulate the Agenda 7 days before the Board Meeting and for any associated papers for the Meeting to be circulated with the Agenda..
- (iv) A copy of the Agenda and any associated papers will be filed in a hard-copy file maintained by BCT for recording the Board Meetings of BCT's Trustees.
- (v) Each Agenda will include, as a matter of house style, items covering the agreement of the Minutes of the previous Board Meeting, any matters arising that are still outstanding from that Meeting and, at the end of the Agenda, arrangements for the next Board Meeting.

Minutes

- (i) A draft Minute will be produced of each Board Meeting by the person assigned that responsibility by BCT Trustees.
- (ii) The draft Minute will be agreed with BCT's Chair (or the Chair of the Meeting) before it is distributed as a draft to other Trustees and, as appropriate, anyone else at the Meeting.
- (iii) The aim will be to circulate the draft Minute within 7 days of the Meeting and for Trustees to submit any comments on the draft to the person responsible for writing them within 7 days of circulation.
- (iv) It will be at the Chair's discretion whether any comments received should be incorporated and if incorporated, whether the draft Minute requires to be re-circulated to the other Trustees and another 7 days allowed for comments.
- (v) If a change is incorporated without re-circulation, the change will be recorded in the Minute of the next Board at which the draft Minute is considered for approval.
- (vi) If no comments are received within the 7 days or if any comments received have been taken account of, the draft Minute will then be taken as an agreed draft Minute and be available for circulation to others as appropriate.
- (vii) The agreed draft Minute will be considered at the next Board Meeting and, after it has been agreed, it will be signed and dated by the Chair of the Meeting, with the top copy kept in the file of BCT's Board Meetings and a copy sent to BCT's Legal Secretaries, J & H Mitchell WS.
- (viii) The person responsible for producing the Minutes will maintain an up to date record of any other persons to whom copies of the agreed Minute are distributed and also arrange for the agreed Minute to be posted on BCT's website within a month of the Minute being agreed.
- (ix) The aim will be for the Minutes to be as succinct and clear as possible, recognising that Minutes are likely to be read by people who did not see the Agenda and were not at the Meeting.
- (x) The Minute of each Meeting will record the item headings and sub-headings from the Agenda for that Meeting and also refer to any paper circulated for any item at the Meeting.
- (xi) As a matter of house style, the phrases "It was agreed..." and "It was noted..." will be used as appropriate for each agenda item to identify the points agreed or noted respectively by Trustees.