

**NBTA COMMITTEE MEETING AND GENERAL MEETING MINUTES:  
WHAT THE NBTA NEEDS FROM A MINUTE-TAKER  
V0.4 10th April 2022**

- 1 The Minute Taker will be paid for the time of each meeting plus two hours.
- 2 The Minute Taker will need a laptop or similar computer. It is up to them whether to take minutes by hand or on a computer during the meeting. However it's usually quicker to take minutes on a computer than to handwrite and type up later.
- 3 The minutes need to be written in plain, clear and simple English, with an explanation of abbreviations and specialist terms (which will be made clear to the Minute Taker in the meeting). Where complex or compound statements are to be used or referred to, on the first use the statement is to be written in full with an abbreviation, from then on the abbreviation alone may be used (eg ".... Canal & River Trust ("CRT") said ...." and later "... CRT said....").
- 4 In the header record the subject of the meeting as NBTA Committee Meeting or NBTA General Meeting. It is preferable to keep to the existing format.
- 5 In the header record the date, time, location (including Zoom or telephone), attendance and apologies; give initials after names of participants. Where it is appropriate to refer to an individual in the minutes text it is acceptable to use the initials only.
- 6 Agenda items are numbered consecutively and do not start at "1" each meeting. Record the meeting using the headings and numbering (if any) from the agenda, if the agenda order is changed during the meeting put items in the latest order. Where an agenda item has multiple elements split the text into sub-paragraphs numbered separately (eg "508 Treasurers Report 508.1 Banking issues...")
- 7 The order of business for each meeting starts with "Welcome, Attendance and Apologies", then "Approval of Minutes from Last Meeting", then "Matters Arising from Last Meeting", then "Accounts: Treasurers Report". Refer to the financial report if available to record income and expenditure etc totals; if the Treasurer's Report is not available record "Treasurer's Report not available".
- 8 Record any agenda items not discussed: eg "Demo at CRT office: not discussed"
- 9 Record key points of discussion only and avoid recording discussion if the matter is not contentious.
- 10 Record decisions: eg "agreed to hold a demo at CRT head office on 1st May"
- 11 Record actions and the initials of the person agreeing to do each action after each item, AND record all actions in a separate section at the end headed "Actions"
- 12 The order of business for each meeting ends with "Any Other Business" then "Date and Time of Next Meeting". Each meeting should agree a date, time and venue (either virtual or in person) for the next meeting. Record the agreed date, time and venue of the next meeting

- 13 Make sure the minutes document has numbered pages. Send the minutes to the Chair (Item 14) in Word (.doc, .docx) or Open Office (.odt) format, AND in .pdf format
- 14 Within one week of the meeting, send completed minutes to the NBTA Chair, email [secretariat@bargee-traveller.org.uk](mailto:secretariat@bargee-traveller.org.uk). It will be the responsibility of the Chair to approve the minutes and circulate to those who are entitled to receive or have elected to receive the minutes.
- 15 GDPR and Security: electronic documents must be kept on a password-protected computer. Paper copies must be kept securely (ie under lock and key) or destroyed after use. If documents are kept on a flash drive or external hard disk this must be password-protected , and kept securely. This also applies to backups. If either the computer or the flash drive / external hard disk are stolen, lost or destroyed the Minute Taker must notify the Data Protection Officer immediately and in any event within 24 hours. Details of how to contact the Data Protection Officer will be provided.
- 16 Alterations to the minutes: In accordance with the decision making process, Committee members can propose corrections and alterations to the minutes. Following notification of a proposed correction etc, everyone has 7 days to object to any changes. Agreed edits to the minutes can be done at the point they come to the Committee for approval and do not have to wait until the next meeting.