

Minutes of the municipal council session

Meeting	
Date and time	
Place / link	
Minutes taken by	
Municipality / town	[]
Session number	[]
Chaired by	[]
Members present	[] of [] · Excused: [] · Quorate: yes / no
Verifiers of the minutes	[]
Notice posted on the official notice board on	[]

Summary

Participants

- [Name] — [role]
- [Name] — [role]
- [Name] — [role]

Agenda

1. _____
2. _____
3. _____

Opening and quorum

Votes and resolutions

Resolution no.	Subject	For	Against	Abstained	Result

Discussion of agenda items

- _____
- _____

Questions from citizens

Question: _____
Answer: _____

Asked by: _____

Closing

Decisions

- _____
- _____

Action items

Owner	Task	Due

Next meeting

Minutes drawn up on: _____

Clerk: _____

Verifiers of the minutes: _____

Mayor / deputy mayor: _____