

**EXAMPLE TEMPLATE FOR MINUTES OF A MEETING
Applying Freedom of Information**

MEETING OF.....

**Held at
3.00pm, Wednesday ... July 200..**

MINUTES

1. Attendance

| | |
|------|----------|
| Name | Position |
|------|----------|

2. Apologies

| | |
|------|----------|
| Name | Position |
|------|----------|

3. Urgent business

- a. Item 1
- b. Item 2 etc

4. Confirmation of last meeting minutes

The minutes of the last meeting held on were confirmed as a true and correct record, with the following amendments

Proposed by:

Seconded by:

CARRIED

5. Matters arising

- a. Item 1 etc

6. Confidential Agenda Items

a. Security Briefing

The briefing is excluded from the minutes in accordance with exemptions contained section of the Cayman Islands Freedom of Information Law, 2007.

b. Personnel Matters

Discussion on this item is excluded from the minutes in accordance with exemptions contained section of the Cayman Islands Freedom of Information Law, 2007.

c. Commercially sensitive information

Discussion on this item is excluded from the minutes in accordance with exemptions contained section of the Cayman Islands Freedom of Information Law, 2007.

- d. etc

7. Agenda Item 1

8. Agenda Item 2

9. Other Business

10. Closure

| | | | |
|--------------------------|------|------|----------|
| 11. Next meeting: | Date | Time | Location |
|--------------------------|------|------|----------|