REFORM UK

BRANCH RULES

Branch Rules

1. Contents

2. - Glossary

- AGM (Annual General Meeting)
- AOB (Any Other Business)
- Applicant (a person wishing to be selected as an election Candidate)
- Approved Event Speakers List (the list of speakers approved by Reform HQ)
- the Board (Board of Reform UK)
- Branch (covering one or more constituencies, a 'Branch' is not recognised as an Accounting Unit with the Electoral Commission;)
- Branch Coordinator (Members with specific skillsets co-opted to support Branch Officers)
- Branch Form (consisting of: 200 word summary, 700 word detail, 100 word outcome, wet/digital signature and date)
- Branch Handbook (officially issued guidance to assist Branch Officers)
- Branch Officer (elected member of the Branch Management Committee)
- Branch Meetings (meetings of all eligible Branch Members and Branch Officers)
- Disciplinary Committee (Party Board Disciplinary Committee)
- EGM (Extraordinary General Meeting)
- Emergency Management Meeting (a Management Meeting called on short notice to address a matter of urgency)
- GDPR (Data Protection Law)
- Reform HQ (the Party Headquarters)
- Imprint (the legal "Promoted By" and "Printed by" text required on leaflets and on line)
- Logo (the Reform UK Logo)
- Management Committee (the committee comprised of Branch Officers)
- Management Meetings (a meeting of the Branch Officers - to be held once per month)
- Members (paid up Party Members in Good Standing not to be confused with Supporters)
- Member CRM (the Party's membership database and email software)
- National Manager (in order of authority, highest last: County Organiser, Regional Director/Organiser/ National Director)
- NDA (Non-Disclosure Agreement)
- the Party (Reform UK)
- the Party Constitution (the governing document for Reform UK)
- Party Officers (any formal position defined in the Party Constitution)

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

- Pilot Branch (the very first branch which is interim whilst vetting takes place)
- PPC (Prospective Parliamentary Candidate)
- PPERA (Political Parties, Elections and Referendums Act 2000)
- the Public (not Reform UK Branch members for e.g. distributing leaflets to)
- Quorum (minimum number of qualified attendees to make valid meeting decisions)
- ReformPRO (the Party's online campaign software, operational circa March 2025)
- ReformSHOP (the Official Party's online store for merchandise & campaign kit)
- Seat (an elected position for a local Ward/Division or national Constituency)
- SGM (Special General Meeting for e.g. selecting local or parliamentary candidate/s.)
- Strategy Plan (Branch objectives and activities for forthcoming year)
- Treasurer (the Branch Treasurer will be referred to as the 'Treasurer', the Party Treasurer will be referred to as the 'Party Treasurer')
- Vetting (Members seeking to stand for election or as an Officer will be vetted)
- subject to a Waiver (a National Party Manager may waive any rule if required)
- in Writing (eg by email)

3. - The Branch

3.1. These Branch Rules are referred to in the Party Constitution and may, from time to time be updated by order of the Board.

3.2. Branches are part of the Party and are bound at all times by the Party Constitution, decisions and direction of the Party Board, and Electoral Law.

3.3. The Board shall determine the number of and boundaries of Branches across the country, consisting of Members residing in or connected with these areas, and authorise their formation, first operating as a 'Pilot Branch' before becoming a recognised 'Branch' once receiving Board approval.

3.4. The purpose of a Branch within their geographical area is to:

- Campaign and win elections;
- Raise funds for the Party;
- Sign up new members;
- Promote the Party's values and objectives.

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

3.5. The Branch's governing body is the Management Committee of Branch Officers, which has the powers to deal with matters of the Branch.

4. - Officers

4.1. Branch Officers are individually elected / re-elected by Branch Members at the inaugural SGM, the AGM, and any SGM or EGM. All changes to these office holders must be notified to Reform HQ and the National Managers within 3 working days. Updates must be sent to the Regional Director or Organiser, and to branchupdates@reformparty.uk.

4.2. For a candidate to be eligible for election to the Management Committee they must be a fully paid up Member in good standing and their nomination must be supported by 3 fully paid up Branch Members in good standing to be considered for hustings.

Branch Officers will be:

- Chair;
- Deputy Chair;
- Campaign Manager;
- Treasurer;
- Secretary.

4.3. In the case of Pilot Branches, Branch Officers will be appointed by the Board on an interim basis pending the calling of an Inaugural SGM to facilitate formal election of Branch Officers at the Inaugural SGM.

4.4. The Board may, at its sole discretion, replace any Interim Branch Officer until formal elections are held at the Inaugural SGM. Non-exhaustive reasons for this to occur include poor performance, poor compliance, disrespectful behaviour and non-attendance.

4.5. Interim Branch Chairs of Pilot Branches must, no later than 30 June 2025, hold elections for all officer positions. Once all Branch Officers are formally elected and notified to Reform HQ, the Board will consider the Branch for formal status.

4.6. When calling an Inaugural SGM the Interim Branch Chair must send an email giving no less than 14-days notice to all fully paid up Members in good standing in the Branch's area inviting them to the Inaugural SGM where a hustings will take place and Branch Officers are elected.

4.7. Elected Branch Officers may serve in a role for a maximum of five consecutive years, with 10 months counting as a full year.

4.8. A Member may not hold more than one position on the Management Committee and may not be on the Management Committee of more than one Branch.

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

4.9. Branch Officers must sign an NDA and will complete party approved GDPR training prior to their confirmation and prior to gaining access to any party systems.

4.10. Branch Officers may attend uninvited to sub-committees in an ex-officio, non-voting capacity.

4.11. All Members must pay the entrance fees charged for any Branch events, irrespective of whether they are on any committees or sub-committees.

4.12. Branch Officers may resign at their pleasure, but Members may only remove Branch Officers through an EGM.

4.13. Branch Officers may be removed by a National Manager at their sole discretion for any reason they consider pertinent. Non-exhaustive examples include:

- Attendance at Management Meetings is below than 50% over any six month period;
- Performance or behaviour is below that expected;
- They have broken NDA or GDPR rules or any other enactment;
- They have brought, or may risk bringing, the Party into disrepute.
- Disrespectful behaviour

4.14. Replacement Branch Officers 'mid-term' can be co-opted by the remaining Branch Officers through a show of hands based on a simple majority at Management meetings, subject to any challenge by Members through an EGM. The removed Branch Officer will be ineligible to stand again for election to be Branch Officer.

4.15. Branches are expected to submit a quarterly report to their Regional Director or Organiser on campaign activities, including events, canvassing efforts, volunteer engagement, and outreach results. Campaign activity reports in the form provided by Reform UK, should be submitted quarterly or as requested by the Board to support national campaign strategies and measure grassroots impact from time-to-time.

5. - Member & Supporter Data and Communications

5.1. Only Branch Officers, at the discretion of Reform HQ, are eligible to have access to the Member CRM software.

5.2. Each Branch Officer must treat supporter and member data it has access to via the Member CRM with extreme care and at all times adhere to Data Protection Law and procedures.

5.3. Branch Officers may, from time-to-time, use the Member CRM software to send emails to Members and Supporters in their local area. Such emails

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

must use a pre-existing template in the Member CRM, and at all times adhere to the highest standards of professionalism and clarity.

5.4. Branch Officers may send emails to Members and Supporters solely for the following purposes:

a) to call a Branch meeting;

b) to ask for volunteer assistance for an action day;

c) to call for candidate applications for an upcoming election;

d) to raise campaign funds, however these emails must be approved in writing by a National Director in advance and in no circumstances may more than one fundraising email be sent per quarter.

6. - Committees & Meetings

6.1. The Branch's governing body is the Management Committee comprising the five Branch Officers.

6.2. Sub-committees should represent various Branch tasks (e.g. A street stalls committee), which are created or disbanded by the Branch Officers through a show of hands based on a simple majority at Management Committee meetings.

6.3. The Branch Chair will convene all Branch Meetings, Management meetings, AGMs, SGMs and EGMs, choosing the time and venue. The Branch Chair may delegate the chairing of all or part of that meeting if required to a Branch Officer of their choice, with such delegation being made in writing. The Branch Chair must give:

- Fourteen days' notice by email to all those fully paid up Members within the Branches geographic catchment area to attend Branch Meetings and Management meetings, AGMs and SGMs, which should be conducted in person;
- Forty-eight hours to seven days notice by email to those eligible to attend Emergency Management meetings and EGMs, which can be conducted in person or virtually or a mix, as decided by the Branch Chair.

6.4. Additional agenda items may be submitted to the Branch Chair up to fourteen days in advance of Management meetings noting that additional last minute agenda items may be introduced at Management or emergency meetings, at the Branch Chair's sole discretion. Agendas and other required documents will be submitted to those eligible to attend seven days prior to any Management meeting, or 24 hours prior to any emergency meeting.

6.5. The Branch AGM will be held every June.

6.6. The Management Committee will meet once a month, with additional meetings during busy periods or if there are urgent issues. Virtual attendance or voting by proxy may be authorised in writing by the Branch Chair to eligible Members.

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

6.7. Full Branch Meetings will be convened a minimum of once a quarter.

6.8. National Managers may attend any Branch meeting and participate at will, with the power to assume the position of Chair at any point should they, at their sole discretion, deem necessary.

6.9. Branch Officers and Branch Coordinators will provide at each Management meeting updates on their assigned tasks and areas of responsibility, progress against plans, and outlining their plans for the near and long term. Other attendees may be invited by the Branch Chair to update the Management Committee on their specific roles and responsibilities.

6.10. Branch Officers, Branch Coordinators and Leaders must not make significant decisions e.g. booking a venue and publicising a social or campaigning event, or printing a leaflet etc, without approval for their plans in advance either at Management meetings or through the Chair in writing.

6.11. The Branch Management Committee's activities will be overseen by its Branch Members at AGMs, SGMs or EGMs when they will have the opportunity to pass motions of no confidence in existing Officers, if required, and propose the election of new Branch Officers at a subsequent EGM of which at least 7 days' notice must be given to all Branch Members to attend.

6.12. The Quorum at Management meetings is four Branch Officers. In the case of a tie, the Chair has the casting vote.

6.13. The Quorum for an AGM, SGM or EGM is 10% of the Branch membership, or at least 20 Members, whichever is the largest. In the case of a tie, the Chair has the casting vote.

6.14. Within 30 days of the inaugural SGM or an AGM, the Branch Officers will submit their annual Strategy Plan to the Reform HQ using ReformPRO.

6.15. An emergency Management meeting can be proposed by one Branch Officer and seconded by another Branch Officer, although it can be annulled by a National Manager if they, at their sole discretion, deem it frivolous or unnecessary.

6.16. An EGM can be proposed by one Branch Member and seconded by five other Branch Members, although it can be annulled by a National Manager if they, at their sole discretion, deem it frivolous or unnecessary.

6.17. Reform HQ will conduct audits of Branches, both random and targeted, covering financial management, member engagement, campaign progress, compliance with national guidelines, and branch activity reporting. Branches must respond promptly to any requests for information from a National Manager or Reform HQ. Findings from the audit will be reviewed by the Board, before specifying the issues to the Branch, offering guidance and setting a deadline for corrective action where necessary, issuing formal warnings where appropriate.

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

7. - Finances

7.1. Reform HQ will provide regular guidance, training resources, and templates to support Branches in meeting compliance and reporting requirements. Training may cover topics such as financial management, campaign strategy, data protection, and member engagement to assist Branch Officers in their duty.

7.2. A Branch must not enter into any financial agreement with any institution for financial service (e.g. bank accounts, loans, or card payment services such as PayPal or Stripe). Any Member attempting to do so will be solely liable for any losses incurred by Reform.

7.3. A Branch must not enter into any loan or credit arrangement with any person or company (including, but not limited to, printers, stationary suppliers, village halls, caterers etc) for the supply of goods or services. For the avoidance of doubt, all goods and services must be paid for in advance by cash from the petty cashbox, or electronically by the Branch debit card provided by ReformPRO.

7.4. For the avoidance of doubt, all funds held within the party belong to Reform HQ, who are required to account for them.

7.5. Branches may only send emails to Members and supporters to raise campaign funds after receiving written approval in advance by a National Director. Under no circumstances may more than one fundraising email be sent per quarter and will lead to immediate disciplinary action if breached.

7.6. Funds raised by Branches will be accessible to the Branch for legitimate expenditure at their discretion via the Branch debit card, which can be accessed in ReformPRO after a deduction of 10% to cover payment processing, insurance, training, support National running costs and campaigns.

7.7. Branches may spend their available Branch funds via their Branch debit card. The details of the Branch debit card are in the ReformPRO portal.

7.8. Branches may withdraw funds from their lockable petty cashbox (always to be kept with a cashbook confirming the amount present), kept by the BranchTreasurer, or Branch Chair in their absence. Any value greater than £500 in the cashbox must be deposited in the Reform HQ bank account using the Branch’s unique reference so the funds may be apportioned to the Branch’s available funds on ReformPro. If this unique reference is not used the funds may not be apportioned to the Branch. The Party’s bank details are available in the ReformPRO portal.

7.9. Any donations to the Branch greater than £500 must be reported to Reform HQ through ReformPRO within 7 days of receipt outside of an election period. At certain periods of heightened election activities, the Board may require donations to be reported sooner.

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

7.10. The Branch Treasurer must ensure that receipts for all transactions on the Branch debit card are uploaded to the ReformPRO portal within 7 days of the transaction being completed.

7.11. The Branch financial year runs from 01 January to 31 December.

7.12. Large-scale fundraising initiatives expected to raise in excess of £5,000 must have prior approval from a National Director at Reform HQ to ensure consistency with national fundraising efforts and compliance with party-wide financial policies.

7.13. During key campaign cycles, Branches may be requested to contribute additional funds to support the party's national campaign efforts and events.

8. - Candidates

8.1. The Reform HQ shall establish lists of approved candidates for elections to public office and offices within Reform ("The List"). The Board may from time-to-time make such rules as it deems fit for the establishment of The List. Persons holding elective office shall have no automatic right to reselection or to a place on The List.

8.2. Any Member who seeks to be placed on The List shall make a written application using the form available on the Reform UK website without exception.

8.3. Any Member applying to be an approved candidate shall, without exception, shall in such application make a full disclosure of any material facts, political or personal, that has or may have a bearing on their suitability for selection as a candidate or risk bringing the party into disrepute and shall provide full details in writing to the Party Chairman in confidence. The Board shall issue periodic guidance on disclosure.

8.4. No Member is eligible to be nominated as a candidate for the ReformParty at any level of government without first being on the The List.

8.5. Any Member applying to The List must consent to external vetting and interviewing.

8.6. The very minimum requirements for admission to The List, requires a Member to be fully paid up in good standing, and have successfully passed vetting by Reform HQ.

8.7. The selection of candidates must take place at an SGM organised by the Management Committee.

8.8. Once the election count for a given election is complete, any unsuccessful Reform UK candidate who was standing for election is no longer a candidate. They must no longer refer to themselves as a candidate in person, in writing, or online (e.g. a Ward, Parliamentary, or Reform UK Candidate) under any circumstances. Members failing to adhere to this rule

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

may make themselves ineligible to stand as candidates for Reform UK in the future and may be subject to disciplinary action.

8.9. Candidates may be removed by a National Manager, at their sole discretion, for any reason they consider pertinent e.g.

- Lack of campaigning activity,
- Performance or behaviour is below that expected,
- They have brought, or may risk bringing, the Party into disrepute.

9. - Events

9.1. Any event organised by a Branch must be held in an appropriate location, with the permission of the venue.

9.2. Only speakers on the Approved Event Speakers List are eligible to give talks or hold question & answer sessions at Branch events. The list will be made available on the ReformPRO portal or from a National Director. Adherence to this policy is the responsibility of the Branch Chair and deviation may result in disciplinary action.

9.3. Requests for new additions to be made to the Approved Event Speakers List may be made by the Branch Chair to a National Manager in writing.

10.- Publishing

10.1. Branches and Members may not publish material that displays the Branch name, the Party name, or the Party Logo, without first approval by the Branch Chair, who will then seek approval in writing from a National Manager.

10.2. Approval from the Reform HQ is not needed when a sitting Reform UK councillor publishes material in their own capacity, under the banner of the Council to which they are elected when it regards <u>solely</u> Council matters. For the avoidance of doubt, the Branch name, the Party name, or Party Logo, may <u>not</u> be published on such material.

10.3. Correct and compliant Imprints must be incorporated in all published material, following guidance from the Branch Handbook, before being submitted to a National Manager for final approval. No material or literature should be distributed digitally or physically without compliant Imprints. Failure to correctly apply an imprint is a criminal offence and should be taken extremely seriously.

10.4. All postings must be within the boundaries of the law and should not defame any individual or organisation and Reform HQ assumes no liability should this occur.

11.- Complaints Procedure

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

11.1. This procedure applies to complaints made by fully paid-up Members in good standing. It covers concerns involving the conduct of other Members, Officers, or actions affecting the operations or reputation of the Party and Branches. Anonymous complaints will not be considered and ALL Members are encouraged to resolve issues informally through their Branch.

11.2. If local resolution has failed, a Member wishing to make a complaint must submit it in writing using the forms provided in Appendix A to a National Manager. The complaint must clearly state the nature of the issue, provide any relevant evidence, and specify the desired resolution. Complaints should be concise, factual, and respectful.

11.3. Upon receipt, the National Manager will acknowledge the complaint within thirty (30) working days and notify the Member against whom the complaint has been made. This individual will be given an opportunity to submit a written response on the forms provided at Appendix A, including any evidence or arguments, within fourteen (14) working days.

11.4. The National Manager will review the written representations from both parties and may conduct further investigations if deemed necessary. The National Manager is empowered to take any action they consider appropriate to resolve the issue. This may include, but is not limited to:

- Dismissing the complaint if it is found to lack merit or evidence.
- Facilitating mediation or informal resolution between the parties.
- Issuing warnings or recommendations for improvement to either party.
- Referring the matter to the Disciplinary Committee if serious misconduct is identified.

11.5. The National Manager will aim to reach a decision and communicate it in writing to both parties within thirty (30) working days of receiving the complaint and any supporting materials.

11.6. If either party is dissatisfied with the National Manager's decision, they may submit an appeal in writing to the next level of seniority of National Manager within seven (7) days of receiving the decision. The appeal must outline the reasons for contesting the decision and include any additional evidence if relevant.

11.7. The reviewing officer will independently assess the complaint, the representations made, and the National Manager's decision. They may uphold, amend, or overturn the original decision. The reviewing officer's decision will be communicated in writing within twenty-one (21) working days and is final and binding. No further appeals are permitted.

11.8. All complaints and appeals will be handled with strict confidentiality and in good faith. Breaches of confidentiality by any party may result in disciplinary action. In the event a complaint alleges potential criminality the matter may be referred to the General Secretary for consideration.

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

11.9. The National Managers involved in this process have full discretion to determine the resolution of complaints. Their decisions are made in alignment with party rules and values, ensuring fairness and the maintenance of the party's reputation and integrity.

11.10. The Party Secretary has the right to suspend or expel members who bring the Party into disrepute by association with, or membership of, any organisation, which the Board has declared to be incompatible with membership of the Party.

12.- Disciplinary Procedure

12.1. This procedure applies exclusively to elected Branch Officers. Pilot Branch Officers, who serve at the discretion of the Board, are not subject to this procedure and remain under the Board's unfettered authority.

12.2. Elected Branch Officers may face disciplinary action for poor performance, poor attendance, disrespectful behaviour, non-compliance with party rules or policies, or conduct that brings the party into disrepute.

12.3. When a concern arises regarding an elected Branch Officer, the Branch Chair, or Deputy Branch Chair if the Chair is implicated will refer the matter to a National Manager. In the first instance and where appropriate, the Officer will receive a formal written warning detailing the concerns and the improvements required. A copy of this warning will be provided to the General Secretary for information.

12.4. If the Officer fails to address the issues outlined in the warning, or if the behaviour or conduct is deemed sufficiently serious, the Officer may be removed from their position without further notice. Proven serious misconduct may lead directly to removal without a prior warning at the discretion of the Board.

12.5. An elected Officer who has been removed under this procedure may submit an appeal in writing to the National Manager. Appeals must be made in writing within seven (7) days of the removal decision.

12.6. The reviewing officer will independently assess the decision and the representations made. They may uphold or overturn the original decision. The reviewing officer's decision will be communicated in writing within twenty one (21) working days and is final and binding. No further appeals are permitted.

12.7. The Board holds ultimate authority over all disciplinary matters. It may intervene, override, or expedite the process at its sole discretion where necessary to protect the integrity of the party or its operations.

12.8. The Party Secretary, with the permission of the Board, may convene a disciplinary committee comprised of two independent members who do not have to be voting members of the Board.

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

13.- Disbandment of Branches

13.1. The Board retains the authority to disband any Branch to ensure Branches align with Reform UK's mission, values, and strategic direction. Grounds for disbandment may include but are not limited to financial mismanagement, lack of activity, or failure to adhere to guidelines and policies.

13.2. The Board will provide at least 28 days' written notice to the Members of the Branch. This notice shall specify the reasons for considering disbandment, ensuring transparency and allowing the Branch 30 days to agree representations in writing to the Board.

13.3. The Branch may make agreed representations to the Board ahead of the meeting where disbandment will be discussed. These representations must present their case using the Branch Form for brevity and clarity, supplying as Annexes any relevant information and evidence, and offering corrective actions the Branch is prepared to undertake.

13.4. After considering the representations of the Branch, the Board will deliberate and may decide to:

- Postpone the disbandment: If the Branch presents a viable corrective action plan, the Board may defer the disbandment to give the Branch time to implement changes.
- Confirm the disbandment: the Board will issue a written resolution to the branch members, detailing the decision and the grounds.

13.5. In the event of disbandment, the Branch assets shall be reallocated to Reform HQ.

13.6. The Board may implement a transition plan to ensure continuity of Reform presence in the area. This may include merging the disbanded Branch's responsibilities with a neighbouring Branch or establishing a new branch if circumstances require.

13.7. Members of the disbanded Branch may be invited to join neighbouring Branches while a new Branch is established.

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

Annex A: Branch Form Example

Branch Form	Branch name:	
Member's name:	Member's Email:	Member's Tel:
Title:		
Summary: 200 words		
Detail: 700 words		
Outcome Required: 100 words		
Signed and Dated:		

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

Annex B: Meeting Minutes Template

Reform UK
[Constituency Branch Name]
Meeting Minutes

Date: [Insert Date]
Time: [Insert Start and End Time]
Location: [Insert Venue or Online Platform]
Chair: [Name of Chair]
Minutes Taker: [Name of Secretary or Person Taking Minutes]

---

1. Welcome and Introductions

- Chair's Opening Remarks: [Brief summary of opening remarks]
- Attendance: [List names or attach attendance sheet if available]
  Apologies received from: [List names of those who sent apologies]

---

2. Approval of Previous Minutes

- Date of Previous Meeting: [Insert Date]
- Minutes Approved By: [Name(s) or "Unanimously"]
- Matters Arising: [Summary of any follow-up items from the previous meeting]

---

3. Reports

- Chair’s Report: [Key points discussed by the Chair]
- Treasurer’s Report: [Summary of financial updates, including current balance, income, and expenses]
- Membership Secretary’s Report: [Update on membership numbers, recruitment efforts, etc.]
- Other Reports (if applicable): [e.g., Campaigns, Fundraising, Events]

---

4. Agenda Items

- Item 1: [Summary of topic discussed, decisions made, or actions agreed]
  - Discussion Points: [Key points raised]
  - Actions Required: [Who will do what, by when?]

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024

- Item 2: [Repeat format as above for each agenda item]
    - Discussion Points:
    - Actions Required:

5. Upcoming Events and Activities

- [List upcoming campaigns, events, or meetings discussed]

6. Any Other Business (AOB)

- [Summarise additional points raised at the meeting]

7. Date of Next Meeting

- Agreed Date and Time: [Insert date and time]
- Location: [Insert venue or online platform]

Meeting Adjourned at: [Insert Time]

Signed By:

- Chairperson: [Name and Signature]
- Minutes Taker: [Name and Signature]

Date Approved: [Insert Date of Approval at the Next Meeting]

Promoted by Reform UK of 124 City Road, London, EC1V 2NX. For Reform UK authorised users only ©Reform UK 2024