

**5. Minutes**

- (1) The Secretary, or, if he or she is not available, some other person authorised by the Board to do so, shall keep proper minutes of resolutions carried, business transacted, and proceedings effected at each meeting of the Board.
- (2) The minutes of a meeting shall be submitted to the members of the board for confirmation either at the same or a subsequent meeting, and when confirmed shall be signed by the Chairman.
- (3) Production of the minute book purporting to have been signed by the Chairman is conclusive evidence of the matters recorded in the minutes.

*[Regulation 5 amended in Gazette 20 Sep 2002 p. 4698.]*