

Waymaker Consulting

Charity Minute Taking Services & Pricing Guide



www.waymakerconsulting.co.uk



Thank you for considering Waymaker Consulting for your charity's minute-taking needs.

Hello there!

We specialise in providing independent, unbiased minute-taking tailored to charities, allowing your team to focus on its mission. Whether for AGMs, trustee meetings, board discussions, or project planning, we handle all your minuting needs with a neutral, external perspective, ensuring accuracy and impartiality.

With extensive experience in the charity sector, we understand the importance of transparency, accountability, and compliance. Our professional minutes support your legal and reporting obligations, giving you a reliable record of every meeting.

Let us manage the minute-taking, so you can focus on making a difference.

Lydia
Founder, Waymaker Consulting

Why Work with Waymaker

Professional Minute Taking for Charities

Our independent, unbiased service is tailored to meet your specific needs. With meticulous attention to detail, we operate efficiently, ensuring that every meeting is accurately summarised and actioned professionally. We handle all your minuting needs, offering a neutral, external perspective that guarantees the minutes are free from internal biases.

Confidentiality is at the heart of our service. As an independent provider, we manage documents and discussions without judgment or bias, giving you peace of mind. Our extensive experience working with charities means we understand the importance of transparency, accountability, and compliance with governance standards.

Let Waymaker Consulting streamline your charity's meetings, contributing to efficient decision-making and strong governance practices.



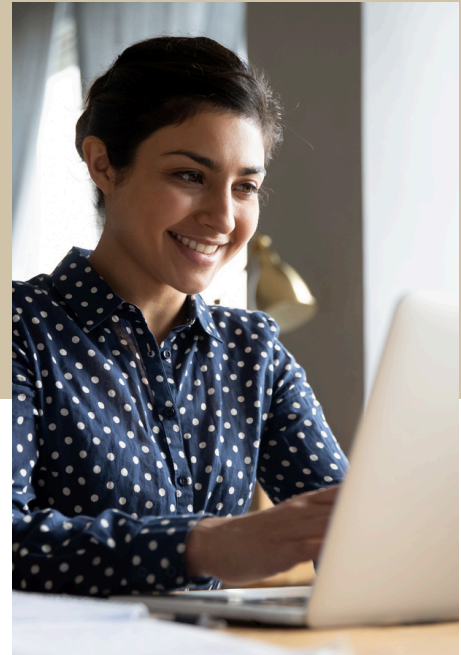
Governance Advice and Strategy

We support charities in developing and streamlining their governance to ensure that all team members understand the vital role they play in the organisation's success.

Our ongoing advice covers governance structure and implementation, and we offer a confidential sounding board to Senior Leadership Teams, Trustees, and Committees.

We help individuals and teams understand the practical workings of their meetings, fostering a healthy culture and effective governance practices within your charity.

Strategic thinking and developing a clear vision takes time and collaboration. We encourage teams to think about their goals, frameworks, and objectives, guiding them in driving impactful change and delivery.



"The full board of trustees agreed that the service provided by Waymaker was of a high standard, with particular appreciation for their dedicated minute taker and the quality of the minutes delivered."

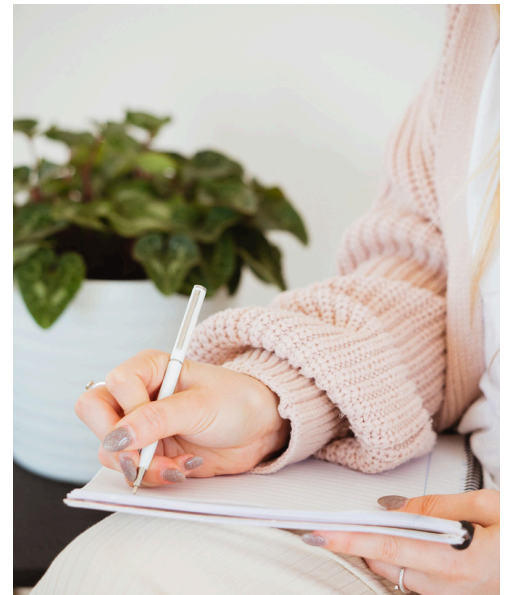
Medical Charity

What to Expect

01

DOCUMENTATION CREATION

We accurately create your agenda and papers. We also create and type directly into a minutes template for efficiency.



02

ADAPTABLE STYLE

We take minutes in custom styles to suit your needs. Whether it's matching a previous style or creating something from scratch. They must be simple and clear.

03

EXPERT ADVICE

We take a lot of minutes in all sorts of styles for all sorts of organisations, so if you need support to get your minutes to work for you and your team, we are happy to show you the way. A well run meeting makes all the difference.

04

ACTIONS

Accurate and clear actions mean everyone knows what they need to do, what they will be reporting on in the next meeting and what the chair will hold them to account on. Clear actions keep up the momentum between each meeting.

How We Use The Time

All our work is timed using Clockify, for guidance this is what you can expect:

- Pre-meeting - 1 hour max
- Meeting - Length of meeting time (arrival to leaving if in-person)
- Post-meeting - up to double the meeting plus at least another 1 hour depending on the complexity of the meeting

How It Works

01

Book a Discovery Call

Tell us your business requirements. Do you need a virtual, hybrid, or in-person minute taker? Which dates do you need us, and how often?

02

Sign the Contract & Statement of Works

Once we have identified your needs we will send you your contract and statement of works.

03

Meet your Minute Taker

After the contract has been signed, we will introduce you to your minute taker who will handle all immediate needs for communication.

04

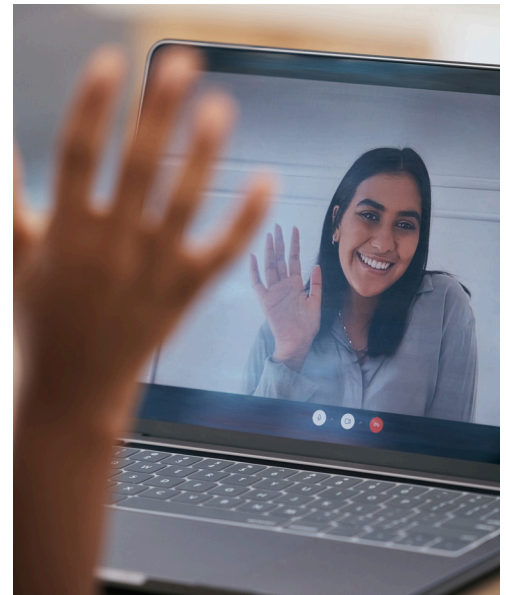
Have Your Meeting

Hold your meeting virtually or in-person, and have our minute taker attend any which way you prefer.

05

Approve your Minutes

After your meetings your minute taker will send your minutes to you. Once these have been approved we will send you an invoice for payment.



Communication

[Book a Discovery Call](#)

Office Hours

M - F 9:00am - 5:00pm

[Email our Director](#)

lydia@waymakerconsulting.co.uk



Pricing

Our discounted rate for charities reflects our commitment to supporting organisations that make a positive impact. This rate covers all aspects of professional minute-taking, including preparation, attendance, minute drafting, and small revisions.

- ✓ £40 per hour + VAT during normal working hours
- ✓ £45 per hour + VAT during out of working hours
- ✓ Travel time at the hourly rate. Mileage at 45p per mile, or train ticket / taxi cost

We time our work and charge by hour + VAT. We bill in arrears once the meeting minutes have been approved by our contact within your organisation.

Virtual and in-person meetings are charged at the same rate

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Don't underestimate how good minutes can empower your charity, ensuring clarity, accountability, and the smooth running of your mission.

– Lydia



Testimonials

Child Welfare Charity



"We were looking for a minute taker that had experience with charities, that was also reasonably priced. We were impressed with the responsiveness when we first enquired about the service and this has been consistent ever since. Our dedicated minute taker is reliable and always willing to go the extra mile."

Performing Arts Charity

"The minute taking service was excellent. The minutes themselves were detailed and meticulous, as was the communication from the team. Despite not being at the original meeting, they were able to form a highly accurate draft and adapt it through discussions, handling delicate and confidential information with ease and discretion. Incredibly timely and professional on all fronts."



Youth Development Charity



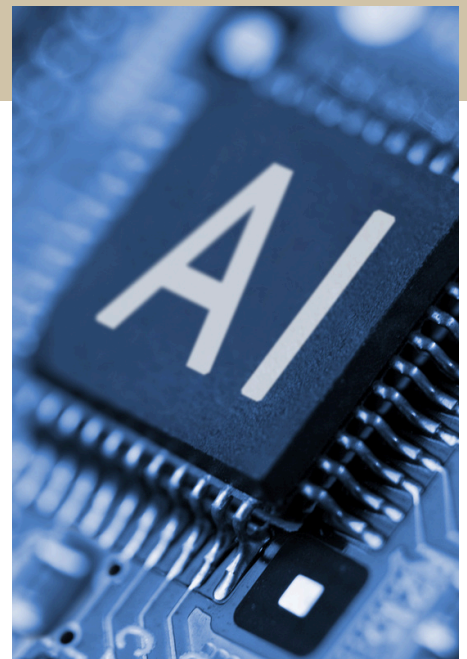
"As a small charity we have found the support of Kiri and her minute writing skills invaluable. We have had the same minute taker now for a number of our meetings and it's great to have the consistency. The turnaround time and quality of the minutes is brilliant."

AI in Our Services

At Waymaker, we recognise the remarkable advancements in AI tools over recent years. We often find these tools valuable for tasks like transcribing or summarising discussions. However, while AI can be useful, it has its limitations. AI tools frequently mishear words and struggle to interpret context or nuance.

This is where the expertise of a professional minute taker is indispensable, ensuring accurate, clear, and unbiased records. Unlike AI, we expertly manage large volumes of text, providing essential oversight and coherence by delivering polished minutes.

When handling confidential information, we prioritise responsible and accurate data use. To protect your privacy. We strongly advise against entering sensitive details, such as names or company information, into AI tools. While powerful, these tools are not immune to breaches, and safeguarding your data remains our top priority.



"We incorporate AI tools to streamline processes and enhance the quality of our services. AI serves as an effective editing tool, helping us refine language, structure, and formatting. This allows us to save valuable time, and helps us to focus on capturing the key details that matter most to your organisation."

FAQs

Why do charities need professional minute-taking services?

Our professional minute-taking services ensures that charity meetings, such as trustee or board meetings, are accurately documented. This is vital for compliance with governance requirements, e.g. charity commission guidelines. It helps to maintain transparency and accountability to stakeholders, including donors and funders.

Do you have experience with taking minutes for specific types of charity meetings?

We are experienced in taking minutes for all types of charity meeting including boards of trustees' meetings, AGMs, committee meetings, strategy away days and crisis emergency meetings, to name a few.

What is your process for reviewing and editing the minutes before submitting them to us?

Once the minutes are drafted, we send them to you for review and incorporate any feedback. After approval, the final version is submitted and we issue an invoice.

Can you handle remote or virtual meetings?

Yes, our minute takers are equipped to handle virtual meetings using platforms like Zoom, Teams, and others ensuring accuracy and clarity even in a remote setting.

Can you provide references or examples of previous minutes you have taken?

While we cannot share specific examples due to confidentiality agreements, we provide client testimonials and guarantee the high quality of all minutes, with an opportunity for feedback after the first draft.

Do you offer any additional services for charities?

Yes, we can help with wider governance support to help your charity operate efficiently. We work with you to clarify your goals and align them with frameworks.

Let's Get Started!

Schedule a call with us to discuss availability and any questions you might have.

07970753019

[Explore More](#)

Thank you for taking the time to read our Minute Taking Services & Pricing Guide. I hope it has answered all your questions.

I have great faith in my team that we're able to serve your business needs to make a way for your business to grow.

Lydia

Director

