

COMMITTEE MEETING AGENDA

A standard agenda so meetings start on time and nothing gets missed.

SCHEME

MEETING DATE

TIME

LOCATION OR VIDEO LINK

NOTICE GIVEN ON

CHAIR

NO.	ITEM	WHO	PAPER ATTACHED?
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Standard items: attendance and apologies; conflicts of interest; minutes of last meeting; actions arising; manager's report; financial report and arrears; maintenance and quotes; correspondence; by-law matters; other business; next meeting.

PREPARED BY

DATE