These are the minutes of the................................................................. held at ........................................................ on.........................................................

**Present**

The following people were present at the meeting:

.................................................................................................................................. .................................................................................................................................. .................................................................................................................................. ..................................................................................................................................

1. **Welcome by the Chairperson**

.................................................................................................................................. .................................................................................................................................. .................................................................................................................................. ..................................................................................................................................

1. **Apologies**

Apologies were received from ....................................................................................... ................................................................................................................................. ................................................................................................................................. .................................................................................................................................

1. **Confirmation of minutes of the previous AGM**

The minutes from the previous meeting were presented.

Matters arising:

* ...........................................................................................................................
* ...........................................................................................................................
* ...........................................................................................................................

*Mover/Seconder*

1. **Correspondence**

Correspondence Inwards

* ...........................................................................................................................
* ...........................................................................................................................
* ...........................................................................................................................

Correspondence Outwards

* ...........................................................................................................................
* ...........................................................................................................................
* ...........................................................................................................................

*Mover/Seconder (for each item)*

1. **Reports**

The Chairperson, ........................................, presented his/her report. The key points were:

* ...........................................................................................................................
* ...........................................................................................................................
* ...........................................................................................................................

*Mover (Chairperson)/Seconder*

The Treasurer, ........................................, presented his/her report. The key points were:

* ...........................................................................................................................
* ...........................................................................................................................
* ...........................................................................................................................

*Mover (Treasurer)/Seconder*

1. **Notice of any new management committee members**

.................................................................................................................................. .................................................................................................................................. .................................................................................................................................. ..................................................................................................................................

1. **General business**

The following items of general business were discussed:

* ...........................................................................................................................
* ...........................................................................................................................
* ...........................................................................................................................

*Mover/Seconder (for each item)*

1. **Confirming the date of the next meeting**

The next meeting is scheduled to be held on .............................................................

*Mover/Seconder (for each item)*

1. **Close of meeting**

The meeting closed at .............................................................