**Committee Purpose/Delegated functions:**

**Meeting commenced at 00:00 am/pm**

**PRESENT:** Names of those present and their Committee role, Council position/user group/organisation represented.

**APOLOGIES:** Names of those not in attendance and their Committee role, Council position/user group represented/organisation represented.

**PECUNIARY INTERESTS:** Committee members must declare any items on the agenda that may have a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons by a member of the community.

|  |  |
| --- | --- |
|  | **WELCOME BY CHAIR**  |
| **1** | **MINUTES OF PREVIOUS MEETING READ AND ACKNOWLEDGED AS TRUE AND CORRECT RECORD OR CHANGES REQUIRED TO BE RECORDED** |
|  | **Moved** | NAME | **Seconded** | NAME |
| **2** | **CORRESPONDENCE** | **Action to be taken** |
| 2.1 | **In**: LIST ALL CORRESPONDENCE RECEIVED  |  |
| 2.2 | **Out**: LIST ALL CORRESPONDENCE SENT |  |
| **3** | **TREASURERS REPORT –**  | **Action to be taken** |
| 3.1 | Financials  |  |
|  | **Moved** | NAME | **Seconded** | NAME |
| **4** | **BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION UPDATES** | **Action to be taken** |
| 4.1 |  |  |
| 4.2 |  |  |
| 4.3 |  |  |
| 4.4 |  |  |
| 4.5 |  |  |
| **5** | **GENERAL BUSINESS** | **Action to be taken** |
| 5.1 |  |  |
| 5.2 |  |  |
| 5.3 |  |  |
| 5.4  |  |  |
| 5.5 |  |  |

**ACTIONS FROM MEETING**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM NUMBER | ACTION | RESPONSIBLE | DUE DATE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Meeting closed at 00:00 am/pm**

**Signed………………………………………. Chairperson**

**Next Meeting: DD MM YYYY TIME: :am/pm**