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| Heading:  | Name of club and venue of meeting  |
|  | Meeting of management Committee  |
|  | Date of meeting  |
| Agenda Items:  |  |
| Attendance  | President (name)  |
|  | Secretary (name)  |
|  | Members of committee (names)  |
| Apologies  | Names  |
| Declaration of Conflict of Interest | Are there any items on the agenda that anyone has a conflict with? Note in minutes and abstain from the discussions |
| Minutes of the previous meeting  | Moved that the minutes of the meeting held (date) be confirmed as a correct record. Seconder recorded. |
| Matters arising from the minutesList as a reminder | E.g. Tasks list. Keep any tasks undone on the agenda |
| Correspondence  | Inwards/outwards – put any follow up needed or decisions to be made on the agenda – otherwise this is just for noting and needs no explanation  |
| Reports  | E.g. Finance, facilities, volunteer co-ordinator- should have been circulated and read prior – questions or comments? |
| Motions of which notice has been given  | E.g. “that the new club house should be built”  |
| General business  | E.g. Issues of concern to members  |
| Next meeting  | Date, time and venue for the next committee meeting  |
| Closure  | There being no further business, the Chairperson / President thanks the members for attending and closes the meeting at (time) |