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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 minutes  List 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) |