**COMMUNITY ASSET COMMITTEE**

**General Meeting Minutes**

 **<Time of Meeting>**

**<Date of Meeting>**

**<Location of meeting>**

|  |  |
| --- | --- |
| **Attendees:** |  |
| **Apologies:** |  |

|  |  |
| --- | --- |
| **Item** | **Description** |
| 1 | Present and apologies  |
| 2 | Declaration of conflict of interests |
| **Who** | **Conflict of interest disclosed** | **Note** |
|  |  |  |
|  |  |  |
| 3 | Review of actions from previous meeting  |
| **Action/resolution** | **Who** | **Status** |
|  |  |  |
|  |  |  |
| 4 | Acceptance of minutes of previous meetingProposed resolution: That the minutes of the meeting held on [date] be accepted.  |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed  |
| 5 | Secretary’s reportProposed resolution: That the report be accepted. |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed |
| 6 | Treasurers reportProposed resolution: That the report be accepted  |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed |
| 7 | General business |
|  |
|  |
|  |
|  |
| 8 | Next meeting |
| **Time:** |  |
| **Date:** |  |
| **Place:** |  |
| 9 | Meeting close |

|  |  |
| --- | --- |
| **Minute taker:** |  |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Date:** |  |