**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 meeting  Proposed resolution: That the minutes of the meeting held on [date] be accepted. | | | | | | | | |
| **Moved:** |  | | | | **Seconded:** | |  | |
| Passed/Not passed | | | | | | | | |
| 5 | Secretary’s report  Proposed resolution: That the report be accepted. | | | | | | | | |
| **Moved:** |  | | | | **Seconded:** | |  | |
| Passed/Not passed | | | | | | | | |
| 6 | Treasurers report  Proposed 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:** |  |