**<<NAME>>**

**COMMUNITY ASSET COMMITTEE**

**Annual General Meeting Agenda**

**<Time of Meeting>**

**<Date of Meeting>**

**<Location of meeting>**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Responsible** |
| 1 | Welcome | Chairperson |
| 2 | Apologies | Secretary |
| 3 | Conflict of Interest Declaration | Chairperson |
| 4 | Acceptance of minutes of previous AGM | Chairperson |
| 5 | President/Chairperson’s report | Chairperson |
| 6 | Treasurer’s report | Treasurer |
| 7 | Election of Office bearers (if a voting year) | Chairperson |
| 8 | Determine hire fees for next 12 months | Chairperson |
| 9 | Determine meeting dates for the next 12 months | Chairperson |
| 10 | Meeting close | Chairperson |