

Action Note

Community Council name

Time, day, date

Venue name and address

Item	Item name	Action	Lead
1.	[name]	[Action]	Name: [name] Tel: [telephone] [e-mail address]

Item	Item name	Action	Lead
2.	[name]	[Action]	Name: [name] Tel: [telephone] [e-mail address]
3.	[name]	[Action]	Name: [name] Tel: [telephone] [e-mail address]

DRAFT