

Agenda

Community Council name

Time, day, date

Venue name and address

Contacts

[Role]: Name

E-mail: [e-mail address](#) | Tel:

[Role]: Name

E-mail: [e-mail address](#) | Tel:

1. Welcome and introductions

2. Apologies

3. Declarations of interest

2. Note of previous meeting/s and matters arising

2.1 Note of meeting of [date]

2.2 Note of meeting of [date]

4. Presentations/reports

4.1 [Name of presentation/report]

4.2 [Name of presentation/report]

4. [Item 1]

5. [Item 2]

6. AOCB

4.3 [Item]

7. Date of next meeting

7.1 Time, day, date – venue name and address

DRAFT