**COMMUNITY ASSET COMMITTEE**

**General Meeting Agenda**

**<Time of Meeting>**

**<Date of Meeting>**

**<Location of meeting>**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Responsible** |
| 1 | Welcome | Chairperson |
| 2 | Present & Apologies | Secretary |
| 3 | Conflict of Interest Declaration | Chairperson |
| 4 | Acceptance of minutes of previous meeting | Chairperson |
| 5 | Matters arising from previous meeting | Chairperson |
| 6 | Correspondence In / Out | Chairperson |
| 7 | Treasurer’s report | Treasurer |
| 8 | Update on current user groups and bookings | Chairperson |
| 9 | General business | Chairperson |
| 10 | Next meeting | Chairperson |
| 11 | Meeting close | Chairperson |