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| Minutes for the Annual General Meeting  |
| Date: | Start Time: | Duration: | Location: |
| Attendees |  |
| Apologies |  |
| No | What | Who |
| **1** | Minutes of the previous meeting dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Motion:**That the minutes of the meeting dated \_\_\_\_\_\_\_\_\_\_\_\_\_ be accepted as presented.**CARRIED** |  |
| **2** | Items of Conflict of Interest declared |  |
| **3** | Business arising from minutes dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **4** | Chairpersons Report and Annual Report  |  |
| **5** | Treasurers Report including Annual Financial Report, Format of Accounts, Reconciliation and Bank Statement for end of financial year |  |
| **6** | Proposed Budget for the next financial year |  |
| **7** | Proposed Activities for the next financial year |  |
| **8** | Councillor takes the Chair and calls for nominations for the community representative positions (if applicable)Community representatives nominated by the Committee of Management: |  |
| **9** | Councillor declares all positions vacant Election of Office Bearers takes place |  |
| **10** | Meeting Schedule for following 12 months |  |
| **11** | Fees and Charges set  |  |
| **12** | Next Meeting: |  |
| **13** | Meeting Closed: |  |
| **Code of Cooperation**1. We use data to make decisions (whenever possible)
2. We strive to continually improve our meeting process and build time

 into each agenda for reflection 1. We start on time and finish on time
2. We all participate and contribute - everyone is given opportunity to voice their opinions
3. We use improvement tools that enhance meeting efficiency and effectiveness
4. We actively listen to what others have to say, seeking first to understand, then to be understood
5. We follow-up on the actions we are assigned responsibility for and complete them on time
6. We give and receive open and honest feedback in a constructive manner
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