



**Residents Group
Committee Meeting Agenda
Template**

[Residents Group Name]
Committee Meeting Agenda
[Date], [Time]
[Venue Address]

1. Welcome, introductions & apologies

[At the meeting the chairperson should welcome everyone to the meeting; introduce any new member, or anyone who is attending the meeting. Apologies from members who are unable to attend should be read and recorded.]

2. Approval of Minutes

[At the meeting members agree that the minutes of the previous meeting are accurate and can propose any changes. Once any changes are made, one member of the committee proposes to approve the minutes and another member of the committee must second the proposal. This should be recorded in the minutes.]

3. Matters arising

[This is an opportunity to discuss any issues within the minutes of the previous meeting that need to be reported on.]

4. Correspondence

[Any letters, emails or information that has been sent to the committee since the previous meeting should be read and recorded.]

5. Finance

[Opportunity for the Treasurer to give an update on how much money the group has available, spending of grant money, funding opportunities etc.]

6. Other agenda items

[For example, Community Easter event, grass cutting in green area etc. Discussion, feedback and decisions on any issues being progressed.]

7. AOB

[Any other business that needs to be discussed that is not already on the agenda.]

8.Date of next meeting

[Confirm date, venue & time for the next meeting.]