**Annual General Meeting of the (name of Community Council)**

**At (enter venue)**

**On (enter date and time)**

**AGENDA**

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| Item of Business | Estimated time to be taken |
| 1. Apologies2. Minutes of Last AGM3. Chair’s Report4. Treasurer’s Report including the Annual Accounts5. Election of Chair6. Election of Vice Chair7. Election of Treasurer8. Election of Secretary9. Close of AGM and start of business meeting (if following on from the AGM) |  |