**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. Apologies  2. Minutes of Last AGM  3. Chair’s Report  4. Treasurer’s Report including the Annual Accounts  5. Election of Chair  6. Election of Vice Chair  7. Election of Treasurer  8. Election of Secretary  9. Close of AGM and start of business meeting (if following on from the AGM) |  |