# **Meeting details**

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| **Meeting title:** | Management Committee Meeting |
| **Meeting time and date:** |  |
| **Meeting venue:** |  |
| **Attendees:** |  |
| **Apologies:** |  |

# **Action plan**

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| **Actions arising:** | **Timeframe:** | **Person responsible:** |
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# **Agenda items**

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| **1.** | **MEETING OPEN** | | | | | |
| **Opened by:** |  | **Time opened:** |  | **Quorum:** |  |

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| **2.** | **THAT THE MINUTES OF THE PREVIOUS MEETING BE TAKEN AS A TRUE AND ACCURATE RECORD** | | | | | | |
| **Notes/amendments:** | |  | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |

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| **3.** | **BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING** | |
| **Discussion:** |  |

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| **4.** | **THAT THE INWARD CORRESPONDENCE BE RECEIVED** | | | | | | | |
| **Date:** | | **From:** | | | **Subject:** | | |
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| **Moved by:** |  | | **Seconded by:** |  | | **Result:** |  |
| **THAT THE OUTWARD CORRESPONDENCE BE ENDORSED** | | | | | | | |
| **Date:** | | **To:** | | | **Subject:** | | |
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| **Moved by:** |  | | **Seconded by:** |  | | **Result:** |  |

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| **5.** | **BUSINESS ARISING FROM CORRESPONDENCE** | | | | | | |
| **Discussion:** | |  | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |

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| **6.** | **THAT THE TREASURER’S REPORT BE ADOPTED, ACCOUNTS TO BE PAID BE PASSED FOR PAYMENT AND ACCOUNTS ALREADY PAID BE RATIFIED FOR PAYMENT** | | | | | | |
| **Discussion:** | |  | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |

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| **7.** | **THAT SUBCOMMITTEE AND ANY OTHER REPORTS BE ADOPTED** | | | | | | |
| **<Report title>:** | |  | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |
| **<Report title>:** | |  | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |
| **<Report title>:** | |  | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |
| **<Report title>:** | |  | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |
| **<Report title>:** | |  | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |

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| **8.** | **ADMISSION AND REJECTION OF MEMBERSHIP APPLICANTS** | | | | | | |
| That all applicants for membership, who have applied for membership since the previous management committee meeting, be admitted into the class of membership applied for, with the exception of [list applicants the management committee wishes to reject, if any]. | | | | | | |
| **Discussion:** | |  | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |

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| **9.** | **MOTIONS ON NOTICE** | | | | | | | |
| That… | | | | | | | |
| **Discussion:** | |  | | | | | |
| **Moved by:** |  | | | **Seconded by:** |  | **Result:** |  |
| That… | | | | | | | |
| **Discussion:** | |  | | | | | |
| **Moved by:** |  | | | **Seconded by:** |  | **Result:** |  |
| That… | | | | | | | |
| **Discussion:** | |  | | | | | |
| **Moved by:** |  | | | **Seconded by:** |  | **Result:** |  |
| That… | | | | | | | |
| **Discussion:** | | |  | | | | |
| **Moved by:** |  | | | **Seconded by:** |  | **Result:** |  |

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| **10.** | **GENERAL BUSINESS** | | | | | | |
| **Discussion:** | |  | | | | |
| That… | | | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |
| That… | | | | | | |
| **Moved by:** |  | | **Seconded by:** |  | **Result:** |  |

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| **11.** | **NOTICE OF MOTIONS FOR NEXT MEETING** |
| That… |
| That… |
| That… |

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| **12.** | **NEXT MEETING** | |
| **Meeting title:** |  |
| **Meeting time and date:** |  |
| **Meeting venue:** |  |

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| **13.** | **MEETING CLOSE** | | | |
| **Closed by:** |  | **Time closed:** |  |

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| **14.** | **CHAIR’S DECLARATION THAT MINUTES ARE A TRUE AND CORRECT RECORD OF THE PROCEEDINGS OF THE MEETING** *(Following ratification at the next meeting)* | |
| **Name (Chair):** |  |
| **Signature:**  *May be electronic* |  |
| **Date:** |  |