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

**On (day, date and time)**

**In (venue)**

**AGENDA**

**Items of Business**

1. Apologies for absence

2. Minutes of last Annual General Meeting – date

3. Chairperson’s Report

4. Treasurer’s Report (to include the Annual Accounts)

5. Election of Chairperson

6. Election of Vice Chairperson

7. Election of Treasurer

8. Election of Secretary

9. Close of AGM and start of ordinary/business meeting (if following on from the AGM)