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**MINUTES ANNUAL MEETING**

*(Insert name of meeting/organisation/group name))*

**Date:**

**Time:** *(write start of meeting)*

**Location:**

**ATTENDANCE**

*(list names of attendees)*

**APOLOGIES**

*(list names of apologies has a quorum been met)*

**CONFLICT OF INTEREST DECLARATION**

*(list of attendees with conflicts and what part of the meeting it relates to)*

**CONFIRMATION OF PREVIOUS ANNUAL MEETING**

*(date held last annual meeting)*

**ANNUAL REPORTS**

*(Chair/president and any sub committees)*

**FINANCIAL REPORTS**

*(bank balance, income and expenditure for the annual reporting year usually set eg 1 July to 30 June)*

**CORRESPONDENCE**

*(relevant to the annual meeting and committee with discussions held)*

**ELECTION OF INCOMING COMMITTEE –**

*(example positions : chair/president, secretary, treasurer, booking officer, public relations, and note all general members)*

**BANK DETAILS /NEW SIGNATURES.**

**ACTIONS**

*(capture any actions arising from the meeting)*

**SPECIAL BUSINESS**

*(Capture summary of other business discussed here. Include actions in above action list)*

**NEXT MEETING DETAILS**

*(next scheduled annual meeting details)*

*this meeting can then be followed by a general meeting*