

MEETING AGENDA FORMAT

The order of business for scheduled quarterly meetings is as follows:

- Declaration of meeting commencement
- Apologies
- Welcome new residents
- Minutes from previous meeting (to be taken as read when posted on the notice board)
- Business arising from the minutes
- Correspondence – IN
- Correspondence – OUT
- Business held over from previous meeting
- Notice of motion
- Motion from the floor
- General business
- Reports
- Social Committee
- Bowls Committee
- Others
- Business arising from the reports
- Next meeting announcement
- Meeting closure