|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Minutes for Tuesday xx November 2019 | | | | | | | | |
| **Meeting opened** |  | | | | | | | |
| **Present** |  | | | | | | | |
| **Apologies** |  | | | | | | | |
| **Previous Minutes** | Motion: The Minutes of xxxx 19 are true and correct | | | | | | | |
| MOVED: | | SECONDED: | | |  | | |
| **Business arising from Previous Minutes** | | | **Action** | | | **Responsible** | | **Required by** |
|  | | |  | | |  | |  |
| **Correspondence in** |  | | | | | | | |
| **Correspondence out** |  | | | | | | | |
| **Business arising from Correspondence** | | | | | | | | |
|  | | | | | | | | |
| **Chair’s Report** |  | | | | | | | |
| **Business arising from Chairs Report** | | | **Action** | **Responsible** | | | **Required by** | |
|  | | | MOVED:  SECONDED: |  | | |  | |
| **Treasurer’s Report** |  | | | | | | | |
| **Business arising from Treasurer’s Report** | | | **Action** | | | **Responsible** | **Required by** | |
|  | | | MOVED:  SECONDED: | | |  |  | |
| **General Business** |  | | | | | | | |
| **Motion/Action** | |  | | | **Responsible** | | **Required by** | |
|  | | | | |  | |  | |
|  | | | | |  | |  | |
|  | | | | |  | |  | |
|  | | | | |  | |  | |

**Meeting closed at Next Meeting –**