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| 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** |
|  |  |  |
|  |  |  |
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**Meeting closed at Next Meeting –**