



(SAMPLE ONLY)

Agenda

**[NAME OF BRANCH/STREAM/DIVISION] Meeting to be held at [NAME OF VENUE]
on [DAY & DATE]
commencing at [TIME]**

Attendees:

Apologies:

In attendance:

(Eg invited guests, speakers, members of other groups)

1. Welcome

2. Confirmation of Minutes and Matters Arising

- Meeting: [DATE]

3. Conflicts Register [DELETE IF NOT APPLICABLE]

4. Health and Safety

5. Focus items

- List items to be discussed

6. Strategic Items

- List items to be discussed

7. Financial Reports

- [DATE] Financial report (Income and Expense report – Actual against Budget)
- Schedule of payments made during preceding period & current invoices outstanding
- Schedule of monies received during preceding period & current monies owed
- List any other items to be discussed

8. Other Business

Estimated meeting will close [STATE TIME]