

An Agenda for a Residents' Committee Meeting

**Agenda for the Meeting of the XXX Village Residents' Committee
to be held on xxxday date at xx pm.**

1. PRESENT

Residents:
Observers or Guests:
Management:
Apologies:

2. COMMITTEE POSITION ISSUES

Matters that the Committee wishes to discuss without Management being present.

Village Manager and xxxxxxxx to join the meeting at xxx pm.

3. MINUTES

The minutes of the previous meeting held on date to be confirmed.
Business arising dealt with under topics below

4. CORRESPONDENCE LOG

4.1 Inward

DATE	FROM	SUBJECT	ACTION

4.2 Outward

DATE	TO	SUBJECT	ACTION

5. REPORTS

- 5.1 Sales Report**
- 5.2 Finance:**
- 5.3 Works:**
- 5.4 Gardening:**
- 5.5 Social:**
- 5.6 Newsletter:**
- 5.7 Manager:**
- 5.8 Bowling:**

6. GENERAL BUSINESS

- 6.1**
- 6.2 etc**

7. FUTURE MEETINGS:

8. CLOSURE: The meeting concluded at