

## LANITZA/KUNGALA COMMUNITY HALL 355 COMMITTEE

## Meeting Agenda

*[Insert time, date and place of meeting]*

**Present** *[list the members present and separately list anyone else in attendance]*      **Apologies** *[list any apologies received]*

*Committee Members: Adam Kelly, Jack Gaddy, Graham Lavis, Morris Jones, Fiona sharp, Ben Sharp.*

*Apologies: Ray Morris*

*Community Members: Peter Williams and Jen Lavis*

<i>Item</i>	<i>Discussion</i>	<i>Responsible person &amp; deadline</i>
<p><b>1. Adoption of previous minutes</b></p> <p><i>A motion should be moved to adopt these. The resolution from that motion should be set out here. That resolution should include any changes that the meeting resolved to make to those minutes.</i></p>	Moved by Adam Kelly; Seconded by Jack Gaddy	Adopted
<p><b>2. Business arising</b></p> <p><i>Deal with any matters that were to be completed since the last meeting or that have arisen from items in those minutes.</i></p>	<ul style="list-style-type: none"> <li>• Discussion re car boot sale—date set for Sunday 26 February</li> <li>• Broken window</li> <li>• Water pump replacement</li> </ul>	
<p><b>3. Particular items of business (list)</b></p> <p><i>There is no need to record any discussion on any item of business, but you may do so if preferred. However, if the meeting wishes to make a decision on any matter raised, that decision should be framed as a motion and put to the meeting. Remember, all motions must have a mover and a seconder.</i></p>	<ul style="list-style-type: none"> <li>• Account at Greater Bank has been established</li> <li>• Recycling dollars made to purchase a 'swap and go' gas bottle</li> </ul> <p>Moved by Fiona Sharp Seconded by Brian Sharp</p>	Adopted
<p><b>4. General Business</b></p>	Outdoor picnic tables	

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<i>Any member may raise any matter relevant to the Committee in general business. Again, if any decision is to be made on any matter raised, a motion must be framed and put to the meeting.</i>	Facebook awareness page done Back garden Define community access with welcome sign	
<b>5. Treasurers report</b> <i>This should include:</i> <ul style="list-style-type: none"> <li><i>the balance of the Committee's bank account as at the last report;</i></li> <li><i>all transactions on that account since the last report;</i></li> <li><i>the balance of the account as at the date of preparation of the report, which should not be more than 7 days prior to the date of the meeting;</i></li> <li><i>a bank reconciliation.</i></li> </ul> <i>There should be a motion to accept the Treasurer's Report.</i>	N/A	
<b>6. Correspondence</b> <i>All items of correspondence should be listed here under the headings 'inward' and 'outward'. There should be a motion accepting the correspondence which should include any decisions the meeting may have made regarding any of the correspondence.</i>	Inward: Emails received: N/A Outward: Minutes sent to Bligh and Karlie	
<b>7. Date and venue of next meeting</b> <i>A date should be set for the next meeting.</i>	Sunday 5 February 12.00pm Lanitza/Kungala Community Hall	
<b>8. Preparation of Agenda &amp; Minutes for next meeting</b>	Purchase of gas bottle Asset register, electrical test and UV filter on waterline	Fiona Sharp

<i>Item</i>	<i>Discussion</i>	<i>Responsible person &amp; deadline</i>
9. Close	12.35pm	

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Notes: