**Heading –** [village name] Residents committee meeting minutes

**1. Details of meeting\***

* date
* time
* place.

**2. Attendance**

* **\***names of persons present
* **\***includedetails of the capacity in which each attended the meeting
* Apologies.

**3. Welcome**

**4. Confirmation of previous minutes**

* moved by and seconded by
* **\***includeplace for signing by a member of the committee where confirmed (inc. date of signing).

**5.Business arising from previous meeting\***

* list each item
* make notation against each item completed or carried forward to Other business.

**6. Correspondence\***

* IN – list each piece of correspondence and its details
* OUT – list each piece of correspondence and its details.

**7. Other documents tabled\***

* list notices
* list other documents / reports
* include any action to be taken for each.

**8. Treasurers Report\***

* moved by and seconded by.

**9. Subcommittee reports\***

* list each subcommittee report
* include discussion on each report
* include any action to be taken.

**10. Scheme operator / village manager** (insert into meeting schedule where appropriate)

* **\***list each item
* **\***includediscussion taken place for each
* include copy of the village report, if provided.

**11. Other business\***

* list each item carried forward from previous meeting
* list each new item
* include items from correspondence
* include any items from scheme operator / village manager discussed further
* include details of action for every item
* include who is the actioning officer and the timeframe.

**12. Next meeting**

* day
* date
* time
* place.

**13. Meeting closed**

* time.

*Note 1 – under the provisions of s 129A of the RV Act, items marked ‘\*’ must be included. Where a heading is marked ‘\*’, all points must be included.*

*Note 2 – include with the minutes, all documents mentioned therein*