

AGM Minutes Template

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| Date |  |
| Time |  |
| Venue |  |
| Names of those attending |  |
| Members apologies |  |
| Review of the Year  (include highlights, challenges, finances including equipment assets, H&S) |  |
| Future Plans / aspirations |  |
| Committee Structure Review – if applicable |  |
| Constitution Review |  |
| Election Results (if already announced) |  |
| Any agenda items  (put forward prior to the meeting) |  |