

XX Month 202X

To Committee Members,

“as addressed”

**NOTICE** is hereby given that a XX Community Asset Committee **Annual General Meeting** of the Hindmarsh Shire Council will be held at the [LOCATION] on DATE MONTH 202X commencing at X:XXpm.

**IN ATTENDANCE:**

**AGENDA**

# ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY

We acknowledge that this meeting is being held on the lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations and we acknowledge them as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.

# APOLOGIES

# CONFLICTS OF INTEREST

* General conflict of interest; or
* Material conflict of interest

Declaration of general or material conflict of interest must also be advised by Committee Members at the commencement of discussion of the specific item.

# CONFIRMTION OF MINUTES OF PREVIOUS AGM

***RECOMMENDATION:****That the Minutes of the XX Community Asset Committee Annual General Meeting held on XX (Date) at the [LOCATION] circulated to Committee Members be taken as read and confirmed.*

**Moved:**   
**Seconded:**

# CHAIRPERSON ANNUAL REPORT

# TREASURER FINANCIAL REPORT

# PROPOSED ACTIVITIES FOR NEXT 12 MONTHS

# ELECTION OF OFFICER BEARERS

## Chairperson

## Secretary

## Treasurer

# RECOMMENDATION TO COUNCIL FOR APPOINTMENT OF OFFICE BEARERS

***RECOMMENDATION TO COUNCIL:***

*That the following be endorsed as office bearers of the XX Community Asset Committee for the next 12 months:*

* ***Chairperson:***
* ***Secretary:***
* ***Treasurer:***

# MEETING CLOSED

The meeting closed at XX:XXam/pm.