# **Templates for agendas**

## **Draft Agenda Template (Example - Initial Meeting)**

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| 1 | **Welcome and Introductions** * Introductions of all attendees (Name, house /flat number, and perhaps a brief reason for attending/ hopes or fears that they may have for the process)
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| 2 | **Priority Setting** * Brief overview of what has been discussed so far by residents in council meetings
* Open forum discussion for residents to share their concerns and priorities.
* Brainstorm a list of all the issues residents want the association to address. Write these down on a flip chart or whiteboard.
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| 3 | **Defining the Associations Area** * Are there any geographical boundaries? Should you include neighbours that were not evacuated ?
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| 4 | **Setting Up A Steering Group** Elect a Chair and deputy, Secretary, and Treasurer by show of hands.  |
| 5 | **Initial Thoughts on the Constitution**Brief discussion of what the constitution should include (e.g., aims, membership, committee structure, meeting procedures). This isn't to finalise it, but to give the steering group direction. |
| 6 | **Date and Time of Next Meeting and AOB** |

## **Draft Agenda Template (Example - General Meeting)**

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| 1 | **Welcome and Introductions** * Apologies received
* Agreeing the notes from the previous meeting
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| 2 | **Actions from the previous meeting** * update the group on any actions that the committee have taken since the last meeting
* progress update on any actions taken by residents
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| 3 | **Key Issues/Topics for Discussion** * ongoing issues
* new issues
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| 4 | **Next Steps** * Note actions or matters that arise from the discussions in the meeting.
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| 5 | **AOB** |
| 6 | Date and Time of Next Meeting |