# **Templates for agendas**

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

|  |  |
| --- | --- |
| 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) |
| 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. |
| 3 | **Defining the Associations Area**   * Are there any geographical boundaries? Should you include neighbours that were not evacuated ? |
| 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)**

|  |  |
| --- | --- |
| 1 | **Welcome and Introductions**   * Apologies received * Agreeing the notes from the previous meeting |
| 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 |
| 3 | **Key Issues/Topics for Discussion**   * ongoing issues * new issues |
| 4 | **Next Steps**   * Note actions or matters that arise from the discussions in the meeting. |
| 5 | **AOB** |
| 6 | Date and Time of Next Meeting |