|  |  |
| --- | --- |
| **Girlguiding [county name]** |  |
|  |  |
| **Meeting:** |  |
| **Date:** |  |
| **Venue:** |  |

|  |  |
| --- | --- |
| **Present:** |  |
| NAME | ROLE |
| NAME | ROLE |
| NAME | ROLE |
| NAME | ROLE |

|  |  |
| --- | --- |
| **In attendance** |  |
| NAME | ROLE |

|  |  |  |
| --- | --- | --- |
|  |  | **Welcome**  The chair welcomed everyone to the meeting and thanked the members for their attendance. |
|  |  | **Apologies**  It was noted that apologies had been received from:   |  |  | | --- | --- | |  |  | | NAME | ROLE | |
|  |  | **Minutes of the [county name] executive meeting held [date]**  The minutes were approved as an accurate record. |
|  |  | **Matters arising** |
|  |  | **Action Log**  The action log was updated as attached |
|  |  | **Any other matters** |
|  |  | **Governance and compliance** |
|  |  | **Volunteers** |
|  |  | **Girls** |
|  |  | **Membership growth** |
|  |  | **Finance, property and staff** |
|  |  | **Communications** |
| **11.** |  | **AOCB**  None received. |
| **12.** |  | **Close**  There being no further business the chair closed the meeting at [time] and thanked members for attendance. |