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| --- | --- | --- |
| **Date** | **Start Time**  **Finish Time :** | **Location : Burley Model Allotments** |

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| **Present** | **Initials** | **Apologies** | **Initials** | **Non-Attendees** | **Initials** |
|  |  |  |  |  |  |
| **Guests Attending** | | | | | |
| **Present** | | | | | **Initials** |
|  | | | | | |

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| **MINUTES OF COMMITTEE MEETING** | | | |
| No | Item | Action By | Due Date |

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| **1** | **Apologies and Non Attendance** |  |  |
| 1.1 |  |  |  |
| **2** | **Minutes of Last Meeting** |  |  |
| 2.1 |  |  |  |
| **3** | **Matters Arising from Last Meeting** |  |  |
| 3.1 |  |  |  |
| **4** | **Vacant plots** |  |  |
| 4.1 |  |  |  |
| **5** | **Lettings** |  |  |
| 5.1 |  |  |  |
| **6** | **Inspections** |  |  |
| 6.1 |  |  |  |
| **7** | **Treasurers Report** |  |  |
|  |  |  |  |
| **8** | **Secretaries Report** |  |  |
| 8.1 |  |  |  |
| **9** | **Correspondence** |  |  |
| 9.1 |  |  |  |
| **10** | **Annual Show** |  |  |
| 10.1 |  |  |  |
| **11** | **Sub Committees** |  |  |
| 11.1 |  |  |  |
| **12** | **Any Other Business** |  |  |
| 12.1 |  |  |  |
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| **SUMMARY OF ACTIONS** | | | |
| No | Item | Action By | Due Date |
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**NEXT MEETING Date**

**Items for agenda**

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| --- | --- |
| **1.** | **APOLOGIES** |
| **2** | **Minutes of last meeting** |
| **3** | **Matters Arising** |
| **4** | **Vacant Plots** |
| **5** | **Lettings** |
| **6** | **Inspections** |
| **7** | **Treasurers Report** |
| **8** | **Secretaries Report** |
| **9** | **Correspondence** |
| **10** | **Annual Show** |
| **11** | **Sub Committees** |
| **12** | **Any Other Business** |
| **13** | **Actions for next meeting** |
|  |  |