**(*Name of Playgroup*)**

**Committee Meeting to be held on** *Date/Time* **at** *Venue*

**AGENDA**

1 Welcome

2 Attendance and apologies

3 Confirmation of minutes of previous meeting

4 Business arising from previous minutes

5 Correspondence

5 Treasurer’s Report

6 General Business

 6.1 General Business topic 1

 6.2 General business topic 2

 6.3 General business topic 3

7 Next meeting