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| **2nd Baulkham Hills Scout Group Committee Meeting** **Held <date> at <location>** |
| Present:  |
| **1** | **Meeting opened <time>** | **Chair** |
| **2** | **Apologies**  |  |
| **3** | **Minutes of previous meeting**  | **Secretary** |
| **4** | **Business arising from previous minutes**: | **Actions** |
| **5** | **Safety report,** (Has anybody noticed anything that should be mentioned) | **All** |
| **6** | **Treasurer’s Report****Current balance****Bills for payment** | **Treasurer** |
| **7** | **Hall Maintenance progress report** | **Maintance trustee** |
| **8** | **Group Leaders Report** | **Group Leader** |
| **9** | **Grants progress report** | **Grant Writer** |
| **10** | **Fundraising progress report** | **Fund Raising co-ordinate** |
| **11** | **General Business** | **Action**  |
| 12 | **Next Meeting** **Meeting Closed at <time>** | **Chair** |