

## COMMUNITY ASSET COMMITTEE MEETING

**Community Asset Committee:**

**Venue:**

**Agenda**

**Minutes**

**Date**

<b>Committee Members Present</b>			
<b>Committee Members: Apologies</b>			
<b>Time Commenced</b>		<b>Time Concluded</b>	
<b>Council Officers: Present</b>			
<b>Nature of Meeting</b>		<b>Quorum</b> Met Not Met	
<b>Conflict of Interest Declarations:</b>	<b>CAC Members:</b>		
	<b>Council Officers:</b>		
<b>Arrivals and departures during meeting:</b>	<b>CAC Members:</b>		
	<b>Council Officers:</b>		
<b>That the minutes of previous meeting be adopted</b>	<b>Date:</b> <b>Moved:</b> <b>Seconded:</b> <b>Outcome:</b>		

**Business Arising from  
Previous Minutes**

**Any actions identified from the minutes of the previous meeting  
(actions larger than box size must be added as an attachment)**

**Secretary Report  
Correspondence**

**In:**

<b>Secretary Report Correspondence</b>	<b>Out:</b>
<b>Treasurers Report</b>	<b>This should include a record of all financial transactions.</b>
<b>That the Treasurer's report be accepted</b>	<b>Moved:</b> <b>Seconded:</b> <b>Outcome:</b>
<b>That the proposed purchase by approved / not approved</b>	<b>Proposed Purchase:</b> <b>Purchase Cost:</b> <b>Provider:</b> <b>Moved:</b> <b>Seconded:</b> <b>Outcome:</b>

**Workplace health and  
Safety/Risk  
management**

**Identify any risk management issues and proposed action**

**General Business**

<b>General Business continued</b>	
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**Instructions:**

Once the form is completed; please save it as a different document and e-mail to [CAC@colacotway.vic.gov.au](mailto:CAC@colacotway.vic.gov.au)