Council agenda template

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Key information

Council name:

Mayor:

Councillors:

Schedule of meeting

Time:

Venue: The Council Chamber, ...

Index

1. Meeting procedure
2. Motions on notice
3. Staff reports
4. Letters of recommendation

Meeting agenda

1. Opening meeting
2. Acknowledgement of Country
3. Council commitments
4. Welcome and apologies
5. Item one
6. Deputations
7. Item recommendation
8. Staff reports (if called upon)
9. Decision
10. Item two
11. Deputations
12. Item recommendation
13. Staff reports (if called upon)
14. Decision
15. Conclusion of the meeting

Motions on notice

Please list and include any motions on notice submitted by councillors.

Staff reports

Please list and include any reports submitted by staff.

Deputations

Please list the community members who will be giving deputations.