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| Name of Local Chaplaincy Committee: |  |
| **AGENDA** |
| Date: | Venue: | Time: |
| ***Item*** | ***Person Responsible*** |
| Welcome & Apologies | Chair |
| Minutes of last meeting | Secretary |
| Business Arising | Chair |
| Chaplaincy Report(s) | Chaplain(s) |
| Correspondence In & Out | Secretary |
| Treasurer’s Report | Treasurer |
| Event Planning | Coordinator |
| General Business | Chair |
| Next Meeting / /2017 | Chair |
| Close | Chair |