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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 | |