**Hindmarsh Shire Council**

**Community Asset Committee Meeting**

XX Month 20XX

To Committee Members,

“as addressed”

NOTICE is hereby given that a General Meetingof **XXXX Community Asset Committee** of Hindmarsh Shire Council will be held at the [LOCATION] on DATE MONTH 20XX commencing at X.XXpm.

**AGENDA/MINUTES**

# ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.

# APOLOGIES

# CONFLICTS OF INTEREST

# CONFIRMTION OF MINUTES

RECOMMENDATION/MOTION

*That the Minutes of the XXXX Community Asset Committee Meeting held on XX (Date) at the [LOCATION] circulated to Committee Members be taken as read and confirmed.*

Moved:

Seconded:

CARRIED/LOST

# CORRESPONDENCE

## Inward

XX

## Outward

XX

RECOMMENDATION/MOTION

*That the Committee notes the attached correspondence.*

Moved:

Seconded:

CARRIED/LOST

# GENERAL BUSINESS

## Facility Maintenance Report

## Volunteer Report

# FINANCE AND EXPENDITURE REPORT

## Finance Report (Income and Expenditure)

RECOMMENDATION/MOTION

*That the Finance Report as provided with this Agenda be approved.*

Moved:

Seconded:

CARRIED/LOST

## Expenditure Approval – greater than financial delegation (either $1,000 or $2,000)

Quotes to be attached to Agenda ($0-$1000 – verbal, $1,001 - $10,000 – one written quote, $10,001 - $30,000 – two written quotes).

RECOMMENDATION:

*The Committee approve the following expenditure within delegation and seek approval from the Chief Executive Officer/Council for expenditure above delegation:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Creditor** | **Value $**  | **Description of Goods or Services** | **Quote Requirements Met (Y/N)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Moved:

Seconded:

CARRIED/LOST

# MEETING CLOSED

# COUNCIL OFFICER AUTHORISATION

\*to be completed by the Council Officer

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the following recommendations made by the XX Committee at this meeting held on [DATE]:

|  |  |  |
| --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | **DECISION** |
| 4 | Minutes | Confirmation of the Minutes |
| 5 | Correspondence | Approving the Outward Correspondence and Noting the Inward. |
| 6 | General Business  | Maintenance Report |
| 7.1 | Finance Report | That the Finance Report as provided with the Agenda be approved. |
| 7.2 | Approval of Expenditure (above $1/2,000) | The committee seek approval from the Council or CEO for expenditure listed greater than $1/2,000. |

SIGNED: Council Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_