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| **Water Committee Log Book – Minutes Example Sheet** |
| **Date:** 1st January 2017**Venue:** Community Hall, Village Name….**Present:** Chairman, Secretary, Treasurer, Monitoring Officer, Maintenance Officer**Chair:** Chairman**Minutes:** Secretary**Apologies:** N/A**Matters arising from last minutes:**1. Water Storage was reported cracked. Repairs needed.
2. Plumber expected next month to begin work on dam
3. Toilet cleaning schedule to be established
4. ETC

**Chairman’s Update:**Update of activities from Chairman**Treasurers Update:**Update of finances from Treasurer**Monitoring Officers Update:**Present results of the Sanitary Surveys for that month. Include any significant issues, and actions required**Maintenance Officers Update:**Update of maintenance activities undertaken this past month. Any further action required**Other Matters Arising:**Any other matters for discussion**Next Meeting:** 1st February, 2014 at 9:00 am**Next Chair:** Finance Team |