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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 |