

# Water Committee Log Book – Minutes Example Sheet

**Date:** 1<sup>st</sup> 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:** 1<sup>st</sup> February, 2014 at 9:00 am

**Next Chair:** Finance Team