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| --- | --- |
| Meeting Agenda: | [Name] Local Recovery Committee Meeting # 1 |
| When: | type here |
| Where: | type here |
| Attending: | type here |
| Apologies: | type here |

|  |  |  |
| --- | --- | --- |
| Agenda Items for discussion | | |
| No. | Discussion | Action (who) |
| 1 | Present and Apologies | Chair |
| 2 | Welcome & Introductions | Chair |
| 3 | Briefing from CFS | CFS |
| 4 | Briefing from SAPOL | SAPOL |
|  | Observers depart |  |
| 5 | Immediate Issues | All |
| 6 | Communication Strategy  Community Forums  Newsletter  Media/Social Media  Websites | All |
| 7 | Update from Councils/Agencies | All |
| 8 | Briefings for Local Councillors/MPs | All |
| 9 | Develop protocol for responding to offers to donate and volunteering | All |
| 10 | Committee Terms of Reference |  |
| 12 | Community Reference/Action Groups | All |
| 13 | Proposed Frequency and Schedule for Committee Meetings | All |
| 14 | Any other business | All |

# Minutes of [Name] Local Recovery Committee Meeting

Date:

Time:

Location:

Minutes taken by:

|  |  |
| --- | --- |
| Discussion item | Discussion/Actions required (what and by who and when) |
| type here | type here |
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