**[insert name of Body Corporate]**

**[Number of Body Corporate]**

Committee Meeting

Date:

To Be Held At:

Time:

1. **Welcome and Apologies:**
2. **Update from the Chairperson.**
3. **Financial Performance of the Body Corporate.**
4. **Body Corporate Maintenance.**
5. **Correspondence received.**
6. **Special projects update.**
7. **General business.**