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| **Eàrr-ràdh 6****BUIDHEANN PÀRANT IS PÀISTE....................................****CLÀR-GNOTHAICH****Coinneamh na Comataidh a thèid a chumail air.............****Càite is Cuin.................................** | **Appendix 6****TODDLER GROUP ……………………………………….****AGENDA****Committee Meeting to be held on …………………………** **Venue & Time ………………………………………………..** |
| 1. **Fàilte agus leisgeulan bhon fheadhainn nach eil an làthair** – mar as trice bidh buill a’ leigeil fhaicinn don Chathraiche no rùnaire mura h-urrainn dhaibh a bhith an làthair. Bidh an rùnaire a’ clàradh nan leisgeulan sin sa gheàrr-chunntas.
 | 1. **Welcome and apologies for absence** – it is usual for members to let the Chairperson or secretary know if they are unable to attend a meeting. The secretary will record these apologies in the minutes.
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| 1. **Geàrr-chunntas na coinneimh mu dheireadh** – Bidh an Cathraiche an uair sin a’ faighneachd don fheadhainn a tha an làthair, a bheil an geàrr-chunntas na chunntas ceart den choinneimh sin. Thèid rudan a chur ris no atharrachadh ma tha feum air sin, agus bidh an Cathraiche a’ soidhnigeadh a’ gheàrr-chunntais agus a’ cur ceann-latha ri taobh an ainm.
2. Nam b’ fheàrr leis a’ bhuidhinn, thèid lethbhreac den gheàrr-chunntas a sgaoileadh ro-làimh. Ma nì sibh sin, chan fheum sibh an geàrr-chunntas a leughadh, agus bidh an Cathraiche a’ cur an ainm ris a’ phrìomh lethbhreac.
 | 1. **Minutes of previous meeting** –The Chairperson then asks all those present whether the minutes are a correct record of that meeting. Any necessary additions or alterations are made and the Chairperson signs and dates the minutes.
	1. If the group prefers, copies of the minutes are circulated in advance. In this case it is not necessary to read out the minutes and the Chairperson signs the master copy.
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| 1. **Cùisean a thog ceann bhon choinneimh mu dheireadh** – Bidh an Cathraiche a’ dol tron gheàrr-chunntas agus nì e/i aithris air an adhartas a rinneadh air an obair a chaidh aontachadh aig a’ choinneimh mu dheireadh. Chan fheum an Cathraiche aithris a dhèanamh air cùis ma tha sibh gu bhith dèiligeadh ris fo phuing fa leth air a’ chlàr-ghnothaich mu thràth.
 | 1. **Matters arising from the minutes of last meeting** – The Chairperson goes through the minutes and reports on the progress made in dealing with the work they agreed at the last meeting. Such reports should only be made if they are not being dealt with under a separate agenda item.
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| 1. **Litrichean** – Bidh an Rùnaire no Cathraiche a’ leughadh a-mach litir sam bith a fhuair sibh bho chaidh a’ choinneamh mu dheireadh a chumail agus bidh buill a’ co-dhùnadh dè bu chòir a dhèanamh.
 | 1. **Correspondence** – The Secretary or Chairperson reads out any letters received since the last meeting and members decide what action needs to be taken.
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| 1. **Aithisg an Ionmhasair** – Bu chòir iomradh a bhith air na tha sa chunntas-banca an-dràsta san aithisg seo, agus:
	* mìneachadh goirid air teachd-a-steach is cosgaisean bho chaidh a’ choinneamh mu dheireadh a chumail
	* bu chòir an cothromachadh agaibh (’s e air a cheartachadh) a bhith gabhail a-staigh airgead ri làimh agus cuidhteasan nach deach a phàigheadh fhathast
	* teachd-a-steach is cosgaisean ris a bheil sibh an dùil san ath mhìos.
 | 1. **Treasurer’s report** – The report should include the current bank balance plus:
	* a brief explanation of the income and expenditure since the last meeting
	* the corrected balance should include cash in hand and unpaid receipts
	* anticipated income and expenditure for the next month.
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| 1. **Puingean sònraichte a tha sibh airson bruidhinn mu dheidhinn** – an lùib sin, dh’fhaodadh gum bi sibh airson bruidhinn mu oidhirpean gus airgead a thogail, beachdan airson turas, no daoine a bhith tadhal air a’ bhuidhinn agaibh.
 | 1. **Any special items to be discussed** – this could include fund-raising for this coming term, ideas for an outing, ideas for visitors to the group.
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| 1. **Gnothach iomchaidh sam bith eile** – dh’fhaodadh gum bi ball sam bith den Chomataidh airson rudeigin a thogail an seo.
 | 1. **Any other competent business** – any member of the committee might have some matter they wish to raise here.
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| 1. **Ceann-latha na h-ath choinneimh**
 | 1. **Date of next meeting**
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| **CLÀR-GNOTHAICH****COINNEAMH COMATAIDH ……………………………………………****AIR ………………………………………………****AIG ……………………………*** 1. Fàilte is Leisgeulan
	2. Geàrr-chunntas na coinneimh mu dheireadh
	3. Cùisean a thog ceann bhon gheàrr-chunntas
	4. Litrichean
	5. Aithisg an Ionmhasair
	6. Puingean airson an deasbad:
	7. Gnothach Iomchaidh sam Bith Eile
	8. Ceann-latha is àite airson na h-ath choinneimh
 | **AGENDA****COMMITTEE MEETING OF …………………………………………****ON ………………………………………………****AT ……………………………*** 1. Welcome and Apologies
	2. Minutes of previous meeting
	3. Matters arising from the minutes
	4. Correspondence
	5. Treasurer’s Report
	6. Items for discussion:
	7. Any Other Competent Business
	8. Date and Venue for next meeting
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| **CLÀR-GNOTHAICH** **COINNEAMH BHLIADHNAIL ………………………………****AIR ……………………………………………………………****AIG ………………………………………….*** 1. Fàilte is Leisgeulan
	2. Geàrr-chunntas na Coinneimh Bhliadhnail mu dheireadh
	3. Cùisean a thog ceann bhon gheàrr-chunntas
	4. Aithisgean Bliadhnail: Cathraiche
	5. Cunntasan na Bliadhna – Aithisg an Ionmhasair
	6. Ìre nan Cìsean airson na h-ath-bhliadhna
	7. A’ taghadh na Comataidh:
	8. Gnothach Iomchaidh sam Bith Eile
	9. Ceann-latha is àite airson na h-ath choinneimh
 | **AGENDA****ANNUAL GENERAL MEETING OF ………………****ON ……………………………………………………………****AT ………………………………………….*** 1. Welcome and Apologies
	2. Minutes of last Annual General Meeting
	3. Matters arising from the minutes
	4. Annual Reports: Chairperson
	5. Accounts for the Year – Treasurer’s Report
	6. Level of Fees for the coming year
	7. Election of the Committee:
	8. Any other Competent Business
	9. Date and Venue for next meeting
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