

Meeting Agenda – FOE Meeting Rooms, Birmingham, 1st September 2006, 10am

Morning:

1. Apologies
2. Approval of minutes from last meeting
3. Matters arising from minutes
4. Financial report
5. EO report
6. Sub group reports
 - a. AGM 2007
 - b. Energy
 - c. Yearbook
 - d. Listed membership
 - e. Website
 - f. Personnel
 - g. Sussed

Afternoon:

7. Chair's responsibilities
8. Company and board expenses
9. Budgets for 2006-7
10. Priorities and funding - extended discussion
11. Any Other Business
12. Date And Venue For Next Meeting

.....
Travelling expenses claim form

Name

Address
.....
.....
.....

*I hereby claim travelling expenses for the meeting held on when I travelled by * car (15p per mile paid) (.....miles in total) to and from (venue of meeting etc) / public transport (please enclose receipts).*

Signed *Dated*

** Delete as necessary.*

If you are claiming travelling expenses, please ensure you return this slip to Sally at the office as soon as possible after the meeting (please remember that claims must be made within 3 months).