



**MINUTES FOR POLOKWANE CPF SECTOR _____ GENERAL MEETING THAT TOOK
PLACE ON
(date) at (time) at (place)**

1. **OPENING**
XXXXX
2. **WELCOMING**
XXXXX
3. **ROLL-CALL AND APOLOGIES**
XXXXX
4. **JOYS AND SORROWS**
XXXXX
5. **PREVIOUS MINUTES**
XXXXX
6. **MATTERS ARISING FROM PREVIOUS MINUTES**
 - 6.1 XXXXX
 - 6.2 XXXXX
7. **STANDING MATTERS**
 - 7.1 Crime Statistics
XXXXX
 - 7.2 Feedback on case register
XXXXX
 - 7.2 Radio communication
XXXXX
 - 7.3 Fire Prevention (applicable to plots and farms)
XXXXX
 - 7.4 Finance
XXXXX
8. **NEW MATTERS**
 - 8.1 XXXXX
 - 8.2 XXXXX
9. **NEXT MEETING**
XXXXX
10. **CLOSURE**
XXXXX

MINUTES APPROVED / REJECTED on (date)

IF REJECTED, STATE REASONS AND CORRECTIONS TO BE MADE: _____

CHAIR PERSON

SECRETARY

Note: Template to be adapted to suit your requirements