| [Insert TRA Name]  TRA Meeting Agenda | |
| --- | --- |
| [Insert date] | [insert time] |
| Invited Guests and Council Officers | [insert names followed by position]  e.g Joe Bloggs- Housing Officer |

| Item Number | Agenda Item | Time |
| --- | --- | --- |
| 1. | Welcome and Introductions | Write the time agenda item is planned to start  e.g. 7.00pm |
| 2. | Agenda Item 1 [Use separate block for each agenda item] | e.g. 7.05pm |
| 3. | Agenda Item 2 | e.g. 7.30pm |
| 4. | Agenda Item 3 | e.g. 8.00pm |
| 5. | AOB | e.g. 8.15pm |
| 6. | Meeting Close | e.g. 8.30pm |