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Producer Organisation**

**Located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **GENERAL MEETING**

**Time: \_\_\_\_\_\_\_\_\_\_– Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**At: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Agenda**

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| 1. Opening of meeting |
| 1. Confirmation of quorum |
| 1. Approval of agenda |
| 1. Reading and approval of minutes of the last meeting |
| 1. Matters arising from last meeting |
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| 1. Other business |
| 1. Adjournment |