



Reporting Template

For Community Representatives on various bodies/ committees

Representative's Name & Contact details	
Name of committee from which the Rep is reporting	
Date of the meeting	
Key issues discussed	
Key decisions made	
Action(s) required from the PPN:	
Issues the PPN should be aware of:	
Date & location of next meeting	
Any other Comments	

This form should be completed after every meeting you attend on behalf of the PPN, and should be returned to the Office of Community & Enterprise, Glen Rd, Monaghan, or by email to ppn@monaghancoco.ie

