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| --- | --- |
| Meeting: | COMMITTEE NAME |
| Present: |  |
| Apologies |  |
| Date: |  |
| Time: |  |
| Place: |  |

| **ITEM** | **SUBJECT** | **NOTES** |
| --- | --- | --- |
|  | **STANDING ITEMS**  |  |
|  | **Welcome & Introductions***To Note* |  |
|  | **Apologies***To Note* |  |
|  | **Minutes of the last meeting held on XXX** *To Note & Approve* | Paper 1 |
|  | **Matters Arising & Actions***To Note* |  |
|  | **National Committee Update (NC Representative)***To Note* |  |
|  | **ITEMS FOR DISCUSSION** |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  | **PRIVATE ITEMS FOR DISCUSSION** |  |
|  |  |  |
|  | **A.O.B** |  |
|  | **FUTURE MEETINGS** |  |
|  | **Meeting dates and Items for discussion** |  |