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| **<Committee Name>**  **Meeting No. <#>** | | **AGENDA** | | | **Day DD Month YYYY** | | |
| **No** | **Item** | | | **Responsibility** | | **Purpose** | **Time** |
| 1 | Welcome and Apologies | | \* | Chair | | Noting | XX.00am |
| 2 | Declaration of Interests | | \* | Chair | | Decision |
| 3 | Confirmation of Agenda | | \* | Chair | | Decision |
| 4 | Previous Minutes | | \* | Chair | | Decision |
| 5 | Action Sheet | | \* | Chair | | Noting |
| 6 | Annual Plan | | \* | Chair | | Noting |
| For Decision/Discussion | | | | | | | |
| 7 | Chair’s Report | | \* | Chair | | Discussion |  |
|  |  | |  |  | |  |  |
|  |  | |  |  | |  |  |
| For Noting | | | | | | | |
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|  |  | |  |  | |  |  |
| Close | | | | | | | |
|  | Other business | | \* | Chair | | Discussion |  |
|  | Meeting Summation | | \* | Chair | | Discussion |  |
|  | Next meeting | | \* | Chair | | Noting |  |
| Meeting Close | | | | | | | XX.00pm |

\* Standing Item