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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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Close |
|  | Other business | \* | Chair | Discussion |  |
|  | Meeting Summation | \* | Chair | Discussion |  |
|  | Next meeting | \* | Chair | Noting |  |
| Meeting Close | XX.00pm |

 \* Standing Item