

**Meeting Title:**

Date:		Time Opened:			Time Closed:		Location:	
Meeting called by:								
Type of Meeting:								
Facilitator:								
Minutes Taker:								
Attendees:								
Apologies:								

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4. Date of next meeting.....	1

**Minutes from last meeting:**

Moved True & Correct:		Seconded:	
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**Business Arising from Minutes**

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**Finance Report:**

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Moved True & Correct:		Seconded:	

**Correspondence:**

<b>CORRESPONDANCE IN/OUT: see mail register (dropbox)</b>
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**1.**

<b>Discussion:</b>			
-			
<b>Conclusion / Action Items:</b>	<b>Person Responsible:</b>	<b>Deadline:</b>	

**2.**

<b>Discussion:</b>			
-			
<b>Conclusion / Action Items:</b>	<b>Person Responsible:</b>	<b>Deadline:</b>	

**3.**

<b>Discussion:</b>			
<b>Conclusion / Action Items:</b>	<b>Person Responsible:</b>	<b>Deadline:</b>	

**4. Date of next meeting**