

Minutes

<u>Meeting Title:</u>						
Date:	Time		Time		Location:	
	Opened:		Closed	d:		
Meeting called by:						
Type of Meeting:						
Facilitator:						
Minutes Taker:						
Attendees:						
Apologies:	L					
Contents						
1						1
2						1
3	•••••					1
4. Date of next me	eting					1
Minutes from last meeting	ng:					
Moved True & Correct			Seconded:			
Business Arising from Mi	nutes					
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Finance Denants						
Finance Report:						
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Moved True & Correct:			Seconded:			
Correspondence:						
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1						
1.						
Discussion:						
Conclusion / Action Item		Do.	rson	Deadline:		
Conclusion / Action iten	/15:		sponsible:	Deadline:		
		Re	sponsible.			
2						
2.						
Discussion:						
Conclusion / Action How		D.		Dandling		
Conclusion / Action Items:			rson	Deadline:		
		Ke	sponsible:			
3.						
Discussion:						
Conclusion / Action Items:			rson	Deadline:		
		Re	sponsible:			