

Minutes



Minutes of meeting held on _____

Chairperson _____

Names of the people present _____

Apologies for absence

	Action	By Whom
Minutes of the last meeting a) Are they agreed as an accurate record b) Matters arising from last meeting's minutes	Sign the minutes	Chairperson
Item 1		
Item 2		
Item 3		
Item 4		
Any Other Business		

Items for the next agenda

Date of next meeting