

MEETING OF MEETING HELD DATE

Minutes

VENUE:

TIME:

PRESENT:

APOLOGIES:

MINUTES OF PREVIOUS MEETING:

BUSINESS ARISING FROM MINUTES:

1.

2.

(ENTER ADDITIONAL ITEMS AS APPLICABLE)

GENERAL BUSINESS:

1.

2.

3.

4.

(ENTER ADDITIONAL ITEMS AS APPLICABLE)

NEXT MEETING:

MEETING CLOSED: