Minutes

**APPENDIX 3**

|  |  |
| --- | --- |
| Date/Time: |  |
| Location: |  |
| Attendees: |  |
| Guests: |  |
| Apologies: |  |
| Minutes by: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item/Topic | Discussion/Outcomes | Action by | Due |
| **1. Confirmation of**  **minutes from**  **previous meeting** | Minutes were found to be true and correct  Motioned –  Seconded – |  |  |
| **2. Business arising**  **from previous**  **minutes** |  |  |  |
| **3. Agenda items** | 3.1 –  **ACTION –** |  |  |
|  | 3.2 –  **ACTION –** |  |  |
|  | 3.3 –  **ACTION –** |  |  |
| **4. Next Meeting** |  |  |  |

Meeting Closed: pm