

NAME OF COMMITTEE



Minutes of the meeting held on DATE

Present: (List members present at meeting here)

With: (List other people who were present but not members here)

Apologies: (List any apologies received prior to the meeting here)

1. MINUTES

Confirmed
the Minutes of the meeting held on DATE .

2. STATEMENTS BY THE CHAIR

(Short statements discussed by the Chair here)

3. ANOTHER AGENDA ITEM TITLE

Considered
the report and recommendations.

RESOLVED
that the report and recommendations were agreed.

*4. ANOTHER AGENDA ITEM

This report is confidential and attached as a separate sheet.

*5. ANOTHER AGENDA ITEM

This minute is confidential and reserved and is attached as a separate sheet.

CONFIDENTIAL

*4. ANOTHER AGENDA ITEM

Considered
the confidential report and recommendations
(Then include the actual report if this is required)

RESOLVED

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CONFIDENTIAL &
RESERVED

*5. ANOTHER AGENDA ITEM

Considered
the confidential and reserved report.

(Then include the actual report if this is required)