DRAFT minutes

DRAFT – prepared by the committee secretary

UNAPPROVED – signed off by the Senior Officer/Chair of the committee

APPROVED – formally approved by the committee

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**COMMITTEE**

**Day Date Month Year**

|  |
| --- |
| **Present:** |
| **In attendance for all items:** |
| **In attendance for:** |
| **Apologies:** |

**1 Welcome**

**2 Declaration of Interests**

**3 Minutes of the Previous Meeting**

**4 Matters Arising**

**5**

**6**