Agenda

|  |  |
| --- | --- |
| Committee | **Committee name** |
| Meeting no. | Meeting number |
| Date / time | DD Month YYYY, HH.MMam/pm |
| Venue | Venue details |

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# Section heading

## Item title

|  |  |
| --- | --- |
| Action required | [ ]  For information [ ]  For discussion [ ]  For decision |
| Sponsor | Sponsoring member’s name |
| Purpose | Item purpose |
| Background | Item background |
| Recommendation | Sponsor’s recommendation |
| Attachments | Details and page number of attachments |

Item content

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# Forward agenda items

|  |  |  |
| --- | --- | --- |
| Topic | Sponsor | Meeting date |
| Details of agenda item topic | Sponsoring member’s name | Proposed meeting date to be tabled |