**Agenda**

**NAME OF Committee Meeting**

**DAY, DATE at TIME in the Trust Boardroom**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Subject** | **Presenter** | **Page** | **Time** | **Action** |
| **Preliminary Matters** |
| 1.
 | Chair’s Welcome and Apologies  | Chair  | Verbal  | 14:30  | Note  |
| 1.
 | Quorum  | Chair  | Verbal  | 14:31  | Note  |
| 1.
 | Declarations of Interest   | Chair  | Verbal  | 14:32  | Note  |
| **Minutes of last meeting and Action Log** |
| 1.
 | Minutes of the last meeting held on DATE  | Chair  | 3  | 14:33  | Approve  |
| 1.
 | Matters arising and actions from last meeting  | Chair  | 11  | 14:35  | Discuss  |
| **TITLE** |
| 1.
 | REPORT NAME OR DISCUSSION   | Director of ….  |   |   |   |
| 1.
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| 1.
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| 1.
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| 1.
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| **Closing** |
| 1.
 | Any other business  | Chair   | Verbal  |   | Note  |
| 1.
 | Date and time of next meeting: DAY, DATE, TIME, Trust Boardroom   |