**Insert Committee/Board Name Agenda**

Insert meeting date

Insert meeting location

Insert meeting time

**Welcome and Call to Order**

**Declarations of Pecuniary Interest or the General Nature Thereof**

**Items for Discussion/Direction**

1. **Agenda Approval**
2. **Approval of Minutes**
3. **Business Arising From Minutes**

* List all business items and attach any corresponding files/documents
* List all business items and attach any corresponding files/documents
* List all business items and attach any corresponding files/documents

1. **Other Business**

* List other business items and attach any corresponding files/documents

**Delegations/Presentations**

List any delegations or presentation to be made to the Board/Committee and attach any corresponding files i.e. PowerPoint presentation

**Adjournment**

**Next meeting:** Insert date of next meeting