### **Agenda Template**[[1]](#footnote-1)

[Name of Committee/Sub Committee

Venue, Date and time of meeting]

1. Minutes of the previous meeting and matters arising
2. Apologies
3. Correspondence
4. Chair’s Business
5. Main Business
6. AOB

*Committee Chair (title and name)*

1. An agenda builder is available on [QuickMinutes](https://quickminutes.com/). [↑](#footnote-ref-1)