

COMMITTEE MEETING MINUTES

Record decisions, who voted and any conflicts, not the argument.

SCHEME

DATE

START TIME

FINISH TIME

LOCATION / VIDEO

CHAIR

PRESENT (AND PROXIES, WHERE ALLOWED)

APOLOGIES

QUORUM PRESENT?

CONFLICTS OF INTEREST DECLARED (AND BY WHOM)

ITEM	DECISION / RESOLUTION	FOR	AGAINST	ACTION BY

NEXT MEETING

CHAIR SIGNATURE

NAME

DATE