**Date:** Day, Date Month Year

**Time:** Starting time – ending time

**Venue:** Room Number, Floor, Building Name

**PRESENT:** Title First Name Surname (Chair)

 Title First Name Surname

 Title First Name Surname

**IN ATTENDANCE:** Title First Name Surname

**SECRETARY:** Title First Name Surname

*For convenience, items were taken out of agenda order.*

**A PROCEDURAL MATTERS**

1. **Welcome and Apologies**

The Committee noted there were no apologies for this meeting.

1. **Declarations of interest and conflicts of interest**

**RESOLVED**

The Committee noted there were no declarations of material interest or conflicts for this meeting.

1. **Minutes of the previous meeting held on Date Month Year**

**RESOLVED**

The Finance and Business Committee confirmed the minutes of the meeting held on Date Month Year as a correct record and authorised the Chair to sign them.

1. **Matters arising and business carried forward**

The Committee noted that all matters were either listed for discussion, in-progress or completed.

1. **2019 Agenda Schedule**

The Committee noted the 2019 Agenda Schedule.

**B HEADING**

1. **Title of agenda item**
2. **Title of agenda item**

**C HEADING**

1. **Title of agenda item**

**D HEADING**

1. **Title of agenda item**

**E OTHER BUSINESS**

1. **Title**

The Chair declared the meeting closed at [time am or pm].

The next meeting of the Committee would be held on Day, Date Month Year.

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Title First Name Surname

**Chair, [name of Committee]**

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