### Name of member network committee

Report of a meeting of **your committee name** in **venue, on date and time**

**Present:** Name all those present at the meeting

**By invitation:** Name of any person that has been invited to be present but is not a member of the committee and the item number they were invited for

**In attendance:** Name all the staff members present at the meeting and their positions on the committee

**Apologies:** Name any apologies you have received

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| 1. **Welcome and date of your meeting session overview** |
| 1. **Apologies for absence** |
| 1. **Terms of reference and membership** |
| 1. **Declaration of interests** |
| 1. **Chair’s business** |
| 1. **Minutes of the last your committee name meeting** |
| 1. **Matters for discussion/decision** |
| 1. **Matters for information** |
| 1. **Any other business** |
| 1. **Future meetings** |
| **Date and venue** |