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|  | minutesOur Ref: Click here to enter text. |
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**Date, time, room and venue**

Present: List of names

Apologies: List of names

Title

1. **Minutes**

The Minutes of the meeting held on 23 July 2020 were approved.

Action:

1. **Title**
2. Details

Further details

1. Details

Further details

1. **Details**
2. Further details