**ACTION STATEMENT**

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|  |
| **Meeting:** |  |
| **Date & Time:** |  |
| **Location:** |  |
| **Executive Officer:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **General Business** | **Contact** | **Action** |
| **A1** | **Apologies:**  |  |  |
| **A2** | **Business Arising** |  |  |
| **A3** |  |  |  |
| **B** | **Strategic issues / Items for decision / Presentations** |
| **B1** |  |  |  |
| **C** | **Items for Noting and Information** |
| **C1** |  |  |  |
| **C2** |  |  |  |
| **D** | **Other Business** |
| **D1** |   |  |  |