**[Committee Name]**

**MATTERS ARISING AND BUSINESS CARRIED FORWARD**

| **No.** | **Meeting****Date** | **Action** | **Responsible** | **Response** | **Due Date** | **Date** **Completed** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Date/month/Year  | **[Agenda Item & Number]** Action recorded in Minutes | Title First Name Second Name | Description of the action to be presented/tabled at date month year Committee Meeting.  | [Upcoming Meeting Date] |  |
| 1.
 | Date/month/Year  | **[Agenda Item & Number]** Action recorded in Minutes | Title First Name Second Name | Description of the action to be presented/tabled at date month year Committee Meeting.  | [Upcoming Meeting Date] |  |
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