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| (Brigade) Volunteer Fire BrigadeCommittee Meeting Agenda |

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| Date: |  | Time: |  |
| Venue: |  | | |

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| Item | Paper / discussion |
| 1 | Welcome to members and to visitors (if any) |
| 2 | Apologies/leave |
| 3 | Roll call |
| 4 | Confirmation of the minutes from last meeting |
| 5 | Any matters arising |
| 6 | Correspondence – inward and outward |
| 7 | Chair of Management Committee’s report |
| 8 | Chief Fire Officer’s/Controller’s report |
| 9 | Secretary’s report |
| 10 | Treasurer’s report/approval of accounts for payment |
| 11 | Health, safety and wellbeing matters |
| 12 | General business |
| 13 | Brief review of major incidents (if applicable) |
| 14 | Applications for anticipated leave |
| 15 | Closing |