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| --- |
| [Brigade name] minutes |

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| --- | --- | --- | --- |
| Date: |  | Time: |  |
| Venue: |  |
| Attendees: |  |
| Apologies: |  |

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| --- | --- | --- | --- |
| Summary of Action Points from Previous Meetings | Responsible | Details/when | Status |
| No Shading Action points indicate they are new actions items from this meeting |  |  | Completed |
| Shaded Action points indicate they are actions items from a previous meeting |  |  |  |
| Completed Action points are a darker shade |  |  |  |

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| Item 4 | Confirmation of previous minutes | [name] |
| Discussion |  |

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| Item 5 | Matters arising from previous minutes | [name] |
| Discussion |  |

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| Item 6 | Correspondence | [name] |
| Discussion |  |

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| Item 7 | Chair of Management Committee’s report | [name] |
| Discussion |   |

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| Item 8 | Chief Fire Officer’s / Controller’s Report | [name] |
| Discussion |   |

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| Item 9 | Secretary’s report | [name] |
| Discussion |  |

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| Item 10 | Treasurer’s report / approval of accounts for payment | [name] |
| Discussion |  |

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| Item 11 | Health, Safety and Wellbeing | [name] |
| Discussion |   |

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| Item 12 | General Business | Open Forum |
| Discussion |   |

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| Item 13 | Other | Open Forum |
| Discussion |   |

**Meeting closed [time]:**