**MATTERS ARISING FROM THE MINUTES OR OUTSTANDING FROM PREVIOUS MINUTES**

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| **Date of**  **Meeting &**  **Minute Ref.** | **Matter to be Actioned:** | **Person**  **Responsible**  **For action:** | **Date to be**  **Actioned**  **By:** | **Date**  **All Action**  **Completed:** |
| 01/01/10-5.1 | Book conference room for Strategic Planning Day | Mary Jones | 14/01/20 |  |
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| **Date of**  **Meeting &**  **Minute Ref.** | **Record of Matters Completed**  **since the last Meeting** | **Person**  **Responsible**  **For action:** | **Date to be**  **Actioned**  **By:** | **Date**  **All Action**  **Completed:** |
| 15/11/09-5.2.3 | Draft Strategic Plan | Joe Smith | COMPLETED | 25/12/19 |
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