

MINUTES of a meeting of the COMMITTEENAME held in the MeetingLocation on
MEETINGDATE

Present: Councillor ChairPresentShortRolesList

Councillors MembersPresentShortSubsList

In Attendance: Councillors ObserverInAttendanceShortList

Officers: StaffInAttendanceShortList

The meeting commenced at MeetingActualStartTime

The Chairman closed the meeting at MeetingActualFinishTime