

Minutes of: **COMMITTEENAME**

Date of Meeting: MeetingDate

Present: The Worshipful the Mayor (Councillor ChairPresentShortList,
in the Chair)
Councillors MembersUsrTyp(C)PresentShortList

**Apologies for
Absence** AllExcuseShortList

Public Attendance: ## members of the public attended Part 1 of the meeting.
members of the public attended Part 2 of the meeting.

THE WORSHIPFUL THE MAYOR

(Notes: Part 1 of the meeting started at MeetingActualStartTime and ended at
3.00 pm
Part 2 of the meeting started at xxxxx pm and ended at
MeetingActualFinishTime)