

Minutes of: **COMMITTEENAME**

Date of Meeting: MeetingDate

Present: Councillor ChairPresentShortList (in the Chair)
 Councillors MembersUsrTyp(C)PresentShortList

Also in attendance: GuestInAttendanceShortCllrRepresentingList

Public Attendance: No members of the public were present at the meeting.

Apologies for Absence:AllExcuseShortCllrList

COUNCILLOR CHAIRPRESENTSHORTLIST

Chair

(Note: The meeting started at MeetingActualStartTime and ended at MeetingActualFinishTime)