

**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

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**COUNCILLOR CHAIRPRESENTSHORTLIST**

**Chair**

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