

**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)**