

**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)