

COMMITTEENAME

Minutes of the meeting held on MeetingDate

PRESENT: ChairPresentList (Chair)
ViceChPresentList (Vice-Chair)
Councillors MembersPresentUsrTyp(C)ShortSubsList

IN ATTENDANCE: OfficerShortInAttendanceTitlesRows

APOLOGIES: AllExcuseList

ALSO PRESENT: GuestInAttendanceRepresentingList

The meeting concluded at MeetingActualFinishTime

COUNCILLOR <NAME>
CHAIR