

**COMMITTEENAME**

**MEETINGDATELEGAL**

**Present:** ChairPresentList in the Chair

Councillors MembersPresentShortSubsRolesList

**Also in Attendance:**

Councillors GuestInattendanceShortList

**Officers:** OfficerPresentTitlesCells –

**Apologies:** MemberApologiesShortList

**Duration of the meeting:** MeetingActualTimeRange

Chairman at the meeting on  
MeetingDate