**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