

# DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

## COMMITTEENAME

### MINUTES OF THE MEETING HELD ON MEETINGDATE

**Councillors Present:** MembersPresentShortSubsRolesList

**Also Present:** NonMembersInAttendanceRepresentingList

**Apologies for inability to attend the meeting:** AllExcuseList

**Councillor(s) Absent:** AllAbsentNoApologiesList

#### PART I

*(The meeting commenced at MeetingActualStartTime and closed at MeetingActualFinishTime)*

**CHAIRMAN** .....

**Date of Signature** .....