

COMMITTEENAME

MINUTES of the meeting held on MeetingDate commencing at MeetingTime and finishing at MeetingActualFinishTime

Present:

Voting Members: ChairPresentList – in the Chair

MembersPresentRolesSubsRows

**Non-voting
Co-optees:**

Other Members in Attendance: Councillor (for Agenda Item)

By Invitation:

Officers:

Whole of meeting OfficersInattendanceShortTitlesList

Part of meeting

Agenda Item Officer Attending

The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with [a schedule of addenda tabled at the meeting][the following additional documents:] and decided as set out below. Except as insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports [agenda, reports and schedule/additional documents], copies of which are attached to the signed Minutes.

..... in the Chair

Date of signing

- (a) FIELD
- (b) FIELD_TITLE