

COMMITTEENAME

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

Present:

Voting Members: ChairPresentList – in the Chair

MembersPresentRolesSubsRows

Other Members in Attendance: Councillor (for Agenda Item)

By Invitation:

Officers:

Whole of meeting OfficersInattendanceShortTitlesList

Part of meeting

Agenda Item Officer Attending

The Scrutiny 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 agreed as set out below. Copies of the agenda and reports [agenda, reports and schedule/additional documents] are attached to the signed Minutes.

..... in the Chair

Date of signing

- (a) **FIELD**
- (b) **FIELD_TITLE**