

COMMITTEENAME

MeetingDateLegal
Time of Commencement: MeetingActualStartTime

Present:-	ChairPresentList – in the Chair
Councillors	MembersPresentShortList
Representing Outside Bodies	
Officers	OfficersInAttendanceList
Apologies	Councillor(s) MemberApologiesShortList

CHAIRPRESENTLIST
Chair

Meeting concluded at MeetingActualFinishTime