

**COMMITTEENAME**

**MINUTES OF MEETING HELD ON MEETINGDATE**

**Present:** Cllrs MembersPresInPersonAttendCommentShortRolesList

**Present remotely:** Cllrs MembersPresVirtualShortRolesList

**Apologies:** Cllrs MembersApologiesShortList

**Also present:** GuestInattendInPersonShortCllxList

**Also present remotely:** GuestInattendVirtualShortCllxList

**Officers present (for all or part of the meeting):**

OfficerInattendInPersonTitlesList

**Officers present remotely (for all or part of the meeting):**

OfficerInattendvirtualTitlesList

**Duration of meeting:** MeetingActualTimeRange

**Chairman**

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