

COMMITTEENAME

DRAFT MINUTES OF THE COMMITTEENAME MEETING HELD ON MEETINGDATE AT MEETINGLOCATION.

Present:

AllPresentShortRolesList

Also Present:

AllInAttendanceList

(Duration of meeting: MeetingActualTimeRange)

The Officer who has produced these minutes is MeetingContact, of Democratic Services, direct line CommitteeTel, e-mail [CommitteeEmail](#)

Press enquiries to Communications, direct line (01225) 713114/713115

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