

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 & Members' Services, direct line CommitteeTel, e-mail [CommitteeEmail](#)

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