

**MINUTES OF A MEETING OF THE
COMMITTEENAME
MeetingLocation
MeetingDate (MeetingActualTimeRange)**

Present:

Councillors
MembersUsrTyp(C)PresentSubsShortRolesList

Co-opted Members:
MembersUsrTyp(GT)PresentSubsList

Non-voting Member:
MembersUsrTyp(X)PresentSubsList

The Chairman advised those present of action to be taken in the event of an emergency evacuation of the building becoming necessary

Apologies for absence were received from
MembersUsrTyp(C)ApologiesList, co-opted member
MembersUsrTyp(GT)ApologiesList and
MembersUsrTyp(X)ApologiesList

Chairman