MINUTES

CITY OF WESTMINSTER

CommitteeName

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **CommitteeName** held on **MeetingDateLegal**, MeetingLocation.

Members Present: Councillors MembersPresentShortRolesList

Also Present: Councillors GuestInattendanceShortList

Apologies for Absence: MembersApologiesList

The Meeting ended at MeetingActualFinishTime

CHAIRMAN: _____   **DATE** _____