



CITY OF WESTMINSTER

# MINUTES

**CommitteeName**

## MINUTES OF PROCEEDINGS

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

**Members Present:** Councillors MembersPresentShortRolesList

**Also Present:** Councillors GuestInattendanceShortList

**Apologies for Absence:** MembersApologiesList

The Meeting ended at MeetingActualFinishTime

**CHAIRMAN:** \_\_\_\_\_

**DATE** \_\_\_\_\_