

**EAST DEVON DISTRICT COUNCIL**

**Minutes of the meeting of CommitteeName held at MeetingLocation on MeetingDate**

**Attendance list at end of document**

The meeting started at MeetingActualStartTime and ended at MeetingActualFinishTime

**Attendance List**

**Councillors present:**

MembersUsrTyp(C)PresentAttendcommentShortRolesRows

**Councillors also present (for some or all the meeting)**

GuestInattendanceAttendCommentShortRows

**Officers in attendance:**

OfficerInattendanceAttendcommentTitleRows

**Councillor apologies:**

MembersUsrTyp(C)ApologiesAttendcommentShortRows

Chairman .....

Date: .....