

## Appendix 1: Template for minutes

### NAME OF COMMITTEE

### Date of Meeting

Minutes of the meeting of the **name** Committee of Flintshire County Council held as a **hybrid/remote** meeting on **date**.

**PRESENT:** Chair

Councillors: List attendees

**SUBSTITUTIONS:** Councillors:

**ALSO PRESENT:** Councillors:

**CONTRIBUTORS:** List attendees

**IN ATTENDANCE:** List attendees

### **xx** **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**

List

### **xx** **MINUTES**

#### **RESOLVED:**

That the minutes of the meeting held on **date** be approved as a correct record and signed by the Chair.

### **xx** **ITEM** (From Agenda – usually the title of the report) *possibly include hyperlink to the report*

Brief summary of item, including recommendations.

#### **RESOLVED:**

That the committee ....

### **xx** **ITEM** (From Agenda – usually the title of the report) *possibly include hyperlink to the report*

Brief summary of item, including recommendations.

#### **RESOLVED:**

That the committee ....

### **xx** **MEMBERS OF THE PRESS IN ATTENDANCE**

Provide details **or use** There were no members of the press in attendance.

(The meeting started at **time** and ended at **time**)

**Chair**

.....

Meetings of the **name** Committee are webcast and can be viewed by visiting the webcast library at <http://flintshire.public-i.tv/core/portal/home>