Community Council Meeting – Attendance Sheet

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**[name of] COMMUNITY COUNCIL**

Date of Meeting

Venue of Meeting

|  |  |  |  |
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| **Name of Member** | **Office Bearer Title** | **Attended Please sign** | **Apologies Received**  **Please tick if received** |
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| **Name of Attendee** | **Representing [Please list]** | **Contact Details**  **[if applicable / if wish to receive a copy of the Minutes]** | **Attended Please sign** |
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***Note:***

*The first sign in section can be completed in advance prior to a meeting taking place with the names of the current Community Councillors.*

*The second sign in section can be completed by attendees who are not members of your Community Council.*