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The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting.

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The Government's Guidance can be viewed at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/343182/140812\\_Openness\\_Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf).

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