**PLANNING AND BUDGETING COMMITTEE**

**MEETING XX/21 – XX MONTH 2021**

**FOR NOTING/APPROVAL ITEM X**

**TITLE OF PAPER (IN CAPS AND BOLD)**

NAME INCLUDING TITLE AND POSTNOMINALS

Position

1. **Heading (in bold and title case)**

Text is left aligned with margin and continues.

1. **Heading**

Text.

* 1. **Subheading**

Text.

1. **Heading**

Text.

1. **Recommendation/s**

That the Planning and Budgeting Committee:

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-Ends-

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Attachments: List here