

19<sup>th</sup> March 2020

To: All Members of the Town Council

Dear Councillor,

### **NOTICE OF EXTRAORDINARY GENERAL MEETING**

I have to inform you that an Extraordinary General Meeting of the Town Council will be held on Tuesday, 24<sup>th</sup> March 2020 in the Council Chamber, Town Hall commencing at 6.30 p.m. Your attendance at this meeting is requested.

Yours faithfully,

T. H. Bisatt  
Clerk to the Council

### **AGENDA**

1. Chairman's Remarks & Apologies for Absence
2. Exclusion of the Press and Public – to identify items where the press and public may be excluded
3. Declarations of Interest – to note any items of interest identified on the agenda
4. Coronavirus - Delegation of Council Functions - to consider delegation of Council functions to the Clerk in consultation with the Chairman
5. Delegated Authority to arrange for signature of cheques between meetings
6. Help within the Community – to consider provision of help within the community
7. Roof/Gutter Maintenance – to receive quotations for maintenance works to the roof and gutters on the Town Hall building (enclosed)
8. Any Other Business