

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO

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To members of the Special Projects Committee Our ref: DJ/hs
Date: 29th July 2021
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **SPECIAL PROJECTS COMMITTEE** to be held on **Wednesday 4th August 2021** at **11:00am** in the Conference Room, Normanton Town Hall, High Street, Normanton.

IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.

We respectfully request that visitors to the Town Hall wear a face covering and maintain distancing while they are inside the building. As this is a small meeting, face coverings may be removed when seated.

Yours sincerely

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO.

AGENDA

1. Apologies for Absence

To receive apologies and approve reasons for absence.

2. Declarations of Interest

Members are reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they have an interest, in accordance with the Code of Conduct.

3. Minutes

ENC A

To receive and sign the minutes of a meeting of the Special Projects Committee held on Wednesday 17th March 2021 (Minute Numbers 7-10; Pages 6-8) and approve the contents contained therein.

4. Events in 2021

ENC B

To receive an update on events in 2021 and consider quotes for services.