

29th January, 2014

Dear Councillor

You are invited to attend a meeting of the Town Hall Working Group to be held on Tuesday 4th February, 2014 at 2.15p.m. in the Heritage Centre, Town Hall, to discuss the following business;

Yours sincerely,

Mrs R Quinn
Town Clerk

A G E N D A

- 1) To receive apologies
- 2) To receive report of meeting held on 15th October, 2013
Separately Attached
- 3) Matters arising;
- 4) To discuss agenda brief regarding cover for gardener/handyperson over summer months
Refer sheet no; 1
- 5) To receive verbal update from Town Clerk regarding probationary period for Deputy Town Clerk
- 6) To discuss new figures received from two companies re; telephone systems
Refer sheet nos; 1 - 7
- 7) To make recommendation to Full Town Council regarding Insurance Cover, Financial Risk Assessment and Fixed Asset Register, as per Internal Auditor Testing report
Separately Attached
- 8) Utility Usage
Separately Attached
- 9) Date of next meeting