

TOWN HALL FOCUS GROUP

Notice is hereby given that a meeting of the **TOWN HALL FOCUS GROUP** will be held in the Mayor's Parlour on **WEDS 3rd OCTOBER at 7 p.m.**

Members of the project group are invited to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.



Phil Burgess, Town Clerk

1. Apologies & Introductions
2. Minutes – to confirm the minutes of the meeting on 16th May 2018 as a correct record.
3. Damp in the Town Clerk's office. *Update from the Clerk – see attached.*
4. Letter to Secretary of state. *To note the reply from the Secretary of State's office.*
5. Brief for architect. *To note the quotation from Price Whitehead attached & to consider a sub-group to liaise with Helen Whitehead to appraise her of the current usage of the building and the flow required etc.*
6. Any Other Business.
7. Date of next meeting.