

PROJECTS COMMITTEE

Dear Sir/Madam

I hereby give you notice that the next meeting of the Community Projects Committee will be held on Tuesday 22nd August 2023 in Unit 3D, Enterprise Centre, Castledown Business Park at 7pm.

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this day 15th August 2023

Signed: Mrs C Lovell

Clerk

AGENDA

| Item | Topic | Who? |
|------|---|-----------------------|
| 1 | Apologies for absence | All |
| 2 | Declarations of interest | All |
| 3 | Minutes of Previous meeting | |
| | Minutes of June meeting ratified at July 2023 full town meeting | |
| 4 | Civic Centre | |
| | Facilities Management | HJ |
| | Furniture and Fixings | LC |
| | Fire Extinguisher Quote | All |
| | Café Lease | All |
| | Keys | All |
| | Expenditure | All |
| 5 | Allotments | |
| | Next steps | |
| 6 | Correspondence/Updates | All |
| 7 | Date of next meeting | Agenda items by |
| | 26 th September 2023 | 7 days before meeting |