



CYNGOR TREF PEN-BRE A PHORTH TYWYN PEMBREY AND BURRY PORT TOWN COUNCIL

3rd September 2019

Dear Member

You are hereby summoned to attend a meeting of the **CHAIRS COMMITTEE**, which will be held in the **Meeting Room, Memorial Hall, Burry Port at 3.30pm on Tuesday 10th September 2019** for the transaction of the following business:

1. To receive apologies for absence.
2. To receive members' declarations of interest in respect of the business to be transacted.
3. To confirm the minutes of the meeting held on Tuesday 9th July 2019 (**copy enclosed**).
4. Consideration and approval of the agenda for the September Town Council meeting.
5. Consideration of most efficient method of responding to planning applications.
6. Consideration of engagement of Town Council solicitor.
7. Consideration of training courses for staff/councillors.
8. Review of Town Council employee policies.
9. Update on community engagement.
10. Consideration of the utilisation of the Audit and Resolutions Sub Committee.
11. Consideration of new Christmas carnival arrangements.
12. Any other urgent business at the discretion of the Chair.

In camera - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

13. To confirm the confidential minutes of the meeting held on Tuesday 9th July (**copy enclosed**).
14. Update on staffing matters.

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Yours faithfully

Huw Thomas

Huw Thomas
Acting Town Clerk/Proper Officer

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