



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

6th April 2021

Dear Member

You are hereby summoned to attend a meeting of the **CHAIRS COMMITTEE**, which will be held via Zoom video conference **at 6.30pm on Tuesday 13th April 2021** 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 March 2021 and the Special Meetings held on Wednesday 24th March and Wednesday 31st March 2021 (**copies enclosed**).
4. Matters arising.
5. Update from Chairs of Standing Committees.
6. Consideration of Terms of Reference prior to Annual Meeting (**copy enclosed**).
7. Consideration of the agenda for April's Town Council meeting.
8. 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.

9. To confirm the confidential minutes of the meeting held on Tuesday 9th March 2021 (**copy enclosed**).
10. Update on staffing matters.

Yours faithfully

Huw Thomas
Town Clerk/Proper Officer

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