



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

5th January 2021

Dear Member

You are hereby summoned to attend a meeting of the **CHAIRS COMMITTEE**, which will be held via Microsoft Teams video conference **at 6.30pm on Tuesday 12th January 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 8th December 2020 (**copy enclosed**).
4. Matters arising.
5. Update from Chairs of Standing Committees.
6. Consideration of the agenda for January's Town Council meeting.
7. 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.

8. Update on staffing matters

Yours faithfully

Huw Thomas
Town Clerk/Proper Officer

Distribution: Cllrs Linda Edwards, Peter Freeman, Robert John, Karen Morris, David Owens, Michael Theodoulou

Staff: Huw Thomas, Shân Loudon, Paul Mann, Louise Robinson, Kevin Williams

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