



Dear Councillor / Resident

I hereby give notice of an Estates Meeting that will be held in the Town Council Chamber on Tuesday 6th September 2022 at 7pm. Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters set out below. All Residents of the Parish are welcome to attend and a period of up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.

Dated: 1st September 2022

Mrs E Bennett, Clerk to the Council

1. To receive apologies for absence
2. Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting. Members and Officers are requested to identify the nature of the interest.
3. Public Participation Session – to provide the opportunity for Members of the Public to raise questions or comment on items on the Agenda (limited to 15 minutes, with a maximum 3 minutes per person).
4. Chairman's Urgent Business (information only item)
5. To confirm the Minutes of the Meeting held on 26th July 2022 (copy herewith)
6. Matters Arising from Minutes
7. To receive quotes for emergency boiler repairs at Dockham Road and recommend contractor(s) to Council
8. Date of next Meeting – TBC

**Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights”.**