

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Duncan Enright
Mayor of Witney



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29 October 2019

To: Members of the Corn Exchange Working Party - *O Collins, L Ashbourne, J Aitman, L Duncan, A D Harvey and J King (and all other Town Councillors for information)*

You are hereby summonsed to a Meeting of the **Corn Exchange Working Party** to be held in the Council Chamber, Town Hall on **Monday, 4th November, 2019 at 5.00 pm** for the transaction of the business stated below.

AGENDA

1. **Apologies for Absence**

To consider apologies and reasons for absence.

Working Party Members who are unable to attend the meeting should notify the Town Hall prior to the meeting, stating the reason for absence.

2. **Declarations of Interest**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. **Minutes**

To receive and consider the minutes of the pre-meeting of the Corn Exchange Working Party held on 2nd September 2019.

4. **Phase Two Refurbishment (Pages 3 - 4)**

To receive and consider the report of the Office Manager and a verbal update from the Chair on a potential phase two refurbishment of the Corn Exchange.

A handwritten signature in blue ink, appearing to be 'S. Groth'.

Town Clerk