

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Duncan Enright
Mayor of Witney



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30 December 2019

To: Members of the VE Day 75 Working Party - J King, J Aitman, R Bolger, O Collins and D Enright (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **VE Day 75 Working Party** to be held in the Council Chamber, Town Hall on **Monday, 6th January, 2020 at 5.00 pm** for the transaction of the business stated below.

AGENDA

1. **Apologies for Absence**

To receive and consider apologies 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** (Pages 3 - 4)

To receive and consider the minutes of the VE Day 75 Working Party meeting held on 6th November 2019 and any matters not covered on the agenda.

4. **VE Day 75th Anniversary Commemoration Update** (Pages 5 - 6)

To receive and consider the report of the Office Manager concerning the commemorative events to be held on the weekend of 8 – 10th May 2020.

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

Town Clerk