

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Joy Aitman
Mayor of Witney



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16th March 2020

To: All members of the Witney Town Council

You are hereby summonsed to an Extra-Ordinary Meeting of the **Town Council** to be held in the Council Chamber, Town Hall on **Friday, 20th March, 2020 at 6.00 pm** for the transaction of the business stated below.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

All Council Meetings are open to the public and press, unless otherwise stated.

1. APOLOGIES FOR ABSENCE

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) 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. CONTINGENCY PLAN TO KEEP THE COUNCIL FUNCTIONING AS FAR AS POSSIBLE DURING COVID-19

To re-affirm and agree the delegations to the Town Clerk/Proper Officer and to form a small Emergency Committee with delegated powers to deal with emergency matters - Town Clerks report to follow.

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

Town Clerk