

CAISTER ON SEA PARISH COUNCIL

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79 Seafield Road North
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Great Yarmouth
Norfolk NR30 5LG

17th August 2021

Dear Councillor

You are hereby summoned to attend a **HALL COMMITTEE MEETING** at **THE COUNCIL HALL, Yarmouth Road, Caister, on Monday 23rd August 2021 at 1900 hrs.**

Yours faithfully

E DYBLE
Parish Clerk

Agenda

- 1** Election of Chairperson
- 2** Election of Vice Chair
- 3** Apologies for absence
- 4** Declaration of Interest
- 5** Description of needs and time frame
- 6** Short term Project list
 - Priorities. (Limited to Safety, Air Quality, Building Security)
 - Estimated expenditure
 - Time to complete
 - Action owners
- 7** Mid Term Projects
 - Priorities
- 8** Long term (to be actioned between 2023-2030)

Initial short term project reports to be ready for submission at October Parish Council meeting.

- 9** Date and Time of next meeting
- 10** Closure of meeting

PS: As I am isolating due to Covid, the Assistant Clerk Mrs Zoe Porter will be taking the minutes for this meeting.