



WALTHAM ABBEY TOWN COUNCIL

TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

K R RICHMOND BA (Hons) FILCM
Town Clerk & Chief Financial Officer

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YOUR REF:

OUR REF: KRR/AM

Dear Member,

You are hereby summoned to a meeting of the
Town Centre Retail Working Group which will
take place on **Monday, 2nd October 2017** at **7.30 p.m.**
in the Members Room.

Yours sincerely,

..... Town Clerk

AGENDA

1. **Recording of Meetings:** To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the Council Chamber. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.
2. **Apologies for Absence:** To receive apologies for absence.
3. **Disclosure of Interest:** Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
4. **Market Administration:** The Officers to report on the day to day administration of the Market.

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5. **Market Traders Representatives:** To consider items from the Market Traders Representatives.
6. **Christmas Arrangements:** To consider the arrangements for the festive period.
7. **Any Other Business:** Items which the Chairman may allow for discussion only.

TO: Cllr M Fitch - Chairman
Cllr Mrs A Mitchell
Cllr A Watts

Mr B Elliott – Market Manager

For information: All other Members.

14th September 2017