



WALTHAM ABBEY TOWN COUNCIL

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

K R RICHMOND BA (Hons) FILCM

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Town Clerk & Responsible Financial Officer

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OUR REF: KRR/AM

Dear Member,

YOU ARE HEREBY SUMMONED to a meeting of **Waltham Abbey Town Council** to be held at Waltham Abbey Town Hall at **7.30 p.m.** on **Wednesday next, 25th March 2020**, for the purpose of transacting the business set out below.

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 room. 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:** To note Members disclosure of interests, if any.
- 4. Motions:** In pursuance of Standing Order No. 4 the Mayor to move as follows;

Vacation Powers – “That from the 25th 2020 until the end of June 2020 due to exceptional circumstances, the Mayor, Deputy Mayor, Leader of Council, Deputy Leader and the appropriate Committee Chairman in consultation with the Town Clerk be empowered to take any urgent action and to instruct the Town Clerk accordingly.”

5. Exclusion of Press and Public: (if required) To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

TO: The Mayor
Deputy Mayor
All Members of the Council

The Press
The Library

19th March 2020