

ILMINSTER TOWN COUNCIL

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Town Clerk: Joy Norris



17 April 2013

Dear Councillor

A meeting of the **Town Council** which you are summoned to attend will be held on **Tuesday 23 April 2013**. The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

Joy Norris
Town Clerk

Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council. Minutes will not be produced but questions will be recorded and a written response given by the Town Clerk or the responsible Chair of Committee if required.

AGENDA

1. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

Ilminster Town Council

2. Declarations of Interest

To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

3. Co-option of Councillors

To determine, by the co-option method, the filling of the casual vacancy on the Town Council.

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Reminders

Meetings

18 April 2013	Annual Town Council Meeting
23 April 2013	Open Spaces
30 April 2013	Finance & Policy
7 May 2013	Council
14 May 2013	Annual Council
9 June 2013	Civic Service (18:00hrs)
11 June 2013-	Open Spaces walkabout (18:00hrs)