



16 March 2020

Dear Sir/Madam,

NOTICE IS HEREBY GIVEN that an EXTRAORDINARY MEETING of the WEST MERSEA TOWN COUNCIL will be held at the COUNCIL OFFICES, WEST MERSEA on FRIDAY 20 MARCH 2020 at 9am and you are hereby summoned to transact the business specified hereunder.

Yours faithfully

Petra Palfreyman

Petra Palfreyman
Town Clerk

A G E N D A

Chairman to state/request:

- The fire exit procedure
- The meeting is being recorded
- That members of the public should remain quiet while the council meeting is in progress
- That mobile phones are all switched to silent
- Comments and statements made during the public session will be noted but may not be responded to during the meeting. Where appropriate, a response may be made by telephone, email or letter at a later date

This meeting is being held in light of the Covid-19 virus emergency

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| 20/064 | To receive apologies for absence |
| 20/065 | To record declarations of interests |
| 20/066 | Public session (15 minutes, 3 minutes per speaker) |
| 20/067 | To discuss and agree emergency Financial Procedures:
(a) Revised authorisation process
(b) Potential implementation of online payments process |
| 20/068 | To discuss and agree Council meeting voting and other operating procedures |
| 20/069 | To discuss and agree the forthcoming Annual Meeting |
| 20/070 | To discuss and agree the forthcoming Town Meeting |
| 20/071 | To discuss and agree office and other staff operating procedures and practices |

20/072

To review feedback on community support initiatives and implement policies to provide
Community Support

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