

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

2 May 2017

Dear Councillor,

An extra-ordinary meeting of the Buildings and Finance Committee has been arranged for 12.30 p.m. on Wednesday, 12<sup>th</sup> April 2017 at the Guildhall.

1. APOLOGIES:

2. PUBLIC FORUM.

4. TO CONSIDER RISK ASSESSMENT MATTERS

5. TO REVIEW FINANCIAL REGULATIONS

If appropriate at any point in the above discussions:

Deputy Mayor to propose that under the provisions of the Public Bodies (Admission to Meetings ) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

6. TO CONSIDER QUOTES FOR WORKS REQUIRED

Yours sincerely,

*Hilary Kirkcaldie*

Town Clerk