

20th September 2013

Dear Councillor

Premises Committee

The next meeting of the **Premises Committee** of the Town Council will be held on **Thursday 26th September 2013 at 9.30am at Felixstowe Town Hall** to consider the following agenda:

A G E N D A

1. Apologies.
2. Declarations of Interest
Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
3. To confirm the minutes of the 27th June 2013.
4. Schedules of recent bookings in Town Hall and Walton Community Hall - *attached*
5. Request from member of the public to film proceedings on Felixstowe Town Council premises – *Email attached.*
6. Request from Felixstowe Book Fair to use Felixstowe Town Hall the weekend of 28th/29th June 2014 at no charge – *Email attached.*
7. Public Liability insurance concerning hirers of Felixstowe Town Council premises – *verbal update.*
8. Land at Philip Avenue – *verbal update.*
9. Date of next meeting.

Yours sincerely

TOWN CLERK

Councillors Stokell (Chairman), Webb (Vice Chairman), Jon Garfield, Morris, Savage, Sennington and Smith.