

North Walsham Town Council  
Media & Information Committee  
6 July 2017

Dear Member

4 July 2017

You are summoned to a meeting of the Media & Information Committee in the **Function Room, 18 King's Arms Street, North Walsham on Thursday 6 July 2017, commencing at 18:00** for the transaction of business detailed below.

Yours sincerely

pp Town Clerk

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**AGENDA**

1. Election of chair
2. Apologies for absence
3. Declarations of interest
4. To approve Minutes of the Media & Information Committee Meeting of 13 June 2017.
5. Feedback on draft Terms of Reference
6. Information Office update
7. Planning and Information Office Laptops / Projector actions from previous meeting
8. Any other business as permitted by the Chair