

# NORTH WALSHAM TOWN COUNCIL

## MEDIA & INFORMATION COMMITTEE MEETING SUMMONS

To: All Members

1<sup>st</sup> February 2018

You are hereby summoned to attend a meeting of North Walsham Town Council to be held on **Wednesday 7th February 2018, at 18:30** in the **Function Room, 18 Kings Arms Street, North Walsham NR28 9JX**

Should you be unable to attend, please phone/email with your apologies and reasons

Yours faithfully

*Julie Shields*

Acting Town Clerk

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### AGENDA

1. DECLARATION OF INTEREST
2. APOLOGISES FOR ABSENCE
3. APPROVE MINUTES OF PREVIOUS MEETING
4. MIGRATION OF WEB & MAIL HOSTING
5. DOCUMENT MANAGEMENT
6. RATIFICATION OF TERMS OF REFERENCE
7. TELEPHONY
8. SCOPE OF DELEGATED POWERS FROM FULL COUNCIL
9. ANY OTHER BUSINESS ALLOWED BY CHAIR
10. DATE OF NEXT MEETING