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## NOTICE OF PARISH COUNCIL MEETING

I hereby give notice that a Meeting of the **Highways and Transport Committee** of Ashurst and Colbury Parish Council will be held in:

**The Parish Office, Colbury Church Rooms, Deerleap Lane, Colbury, on 17<sup>th</sup> September 2019 at 6.30pm.**

**All members of the Committee** are hereby summoned to attend for the business of considering and resolving upon matters as set out hereunder.

**All residents of the Parish** are welcome to attend.

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### AGENDA

**HT/19/01 Election of Chair.**

**HT/19/02 Election of Vice Chair.**

**HT/19/03 Apologies for Absence.**

**HT/19/04 Declarations of Interest.**

**HT/19/05 Roles and Responsibilities.** To devise a structure for the committee and, if required, allocate areas of responsibility.

**HT/19/06 Terms of Reference.** To review terms of reference for the committee.

**HT/19/07 Christmas Lights in Precinct.** To consider the format for this year's Christmas lights and allocate responsibilities.

**HT/19/08 Any Other Business and Items for next Meeting.** No decisions may be made under this item, only information exchanged.



**Helen Klaassen, Clerk to the Parish Council.**

**12<sup>th</sup> September 2019**