

Market Deeping Town Council  
Town Hall  
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Market Deeping  
PE6 8EA

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Town Clerk: Mrs J Bourne



**Notice is hereby given that the next meeting of  
*Market Deeping Town Council Town Hall and Cemetery Committee*  
will be held on  
**Wednesday 27<sup>th</sup> January at 8pm**  
**at the Market Deeping Town Hall**  
**when the following business will be transacted****

**Agenda**

1. Chairman's Welcome, Apologies for absence and Declarations of Interest
2. Minutes from meeting held 25<sup>th</sup> November 2015
3. Matters arising
4. Correspondence
5. Chairman's Cemetery Report
6. To review progress to date the expenditure against budgets for 2015/2016 for Town Hall and Cemetery
7. Review of progress against winter works planner
8. To discuss any future plans for town hall and cemetery and to consider a communications plan for consultation/engagement if required
9. For the committee to agree who will write some articles for a newsletter and on which subject (town hall and cemetery)
10. To inform the committee re damp area in administration office and decide next steps
11. To receive an update on the lease of the Town Hall
12. Update on transferring the Town Hall to the Town Council (Cllr Brookes)
13. Update on the restoration of the Mayor's/Deputy Mayor's Chains
14. Update on the asset register
15. Update on the risk assessments process for the town hall and cemetery

Candace Brent  
Deputy Clerk to Market Deeping Town Council

21<sup>st</sup> January 2016