

## **CAISTER ON SEA PARISH COUNCIL**

**Tel: 01493-720893**

**Email: clerk@caisterparishcouncil.com**

79 Seafield Road North  
Caister on Sea  
Great Yarmouth  
Norfolk NR30 5LG

12<sup>th</sup> October 2021

Dear Councillor

You are hereby summoned to attend a **HALL COMMITTEE MEETING** at **THE COUNCIL HALL, Yarmouth Road, Caister, on Monday 18<sup>th</sup> October 2021 at 1900 hrs.**

Yours faithfully

**E DYBLE**  
**Parish Clerk**

### **Agenda**

- 1** Election of Chairperson
- 2** Election of Vice Chair
- 3** Apologies for absence
- 4** Declaration of Interest
- 5** Construction of Tender Document specification for the hall ventilation work
- 6** Minor works specification (electrical) for the permanent positioning of PA speakers.  
NB works to be completed before year end
- 7** The necessary (under HSE) needs for a means of emergency egress from Asst Clark's office in the event of fire in the Hall foyer
- 8** Date and Time of next meeting
- 9** Closure of meeting