



**PORTHCAWL TOWN COUNCIL**  
16-18 Mary Street/16-18 Heol-Fair  
Porthcawl  
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2<sup>nd</sup> December 2021

Dear Member,

I would advise you that there following a meeting of the Finance & Governance Committee there will be a Meeting of the Operations Committee to be held electronically on **Thursday 9<sup>th</sup> December 2021. (Platform used will be Zoom).**

Yours sincerely

**Kerry-Leigh Grabham**  
**Town Clerk & Responsible Finance Officer**

## **A G E N D A**

1. To appoint a Chairperson.
2. Apologies for absence.
3. Declarations of Interest
4. To appoint a Vice Chairperson.
5. For information – Committee Action Log (attached).
6. To confirm and sign the minutes of Operations Committee held on the 23<sup>rd</sup> September 2021.
7. For information – Operations Committee Terms of Reference (attached).
8. To consider item – Draft Precept Forecast 2022-2023 and supporting information Precept 2022-2023 (attached).

Members of the Committee:  
Cllrs M Chegwen, B Jones, R Lee, J Perren, J Pratt