

**CYNGOR TREF CONWY TOWN COUNCIL
GUILDHALL, CONWY.**

6th September 2019

To: The Town Mayor & Councillors

Dear Mr Mayor & Councillors

You are summons to the **Extraordinary Meeting of the Council on Monday 23rd September at 18:30pm**, in the Guildhall, Conwy to transact the under mentioned business. You should make every effort to attend.

Yours faithfully

Mrs Natasha Flint

Town Clerk & Responsible Financial Officer

A G E N D A

- 1. Apologies:**
To receive apologies for absence.

- 2. Declarations of Interest – Code of Local Government Conduct:**
Members are reminded that they must declare the **existence** and **nature** of their declared personal interests.

- 3. Conwy Town Council Document Retention and Disposals Policy.**
To approve the Document Retention and Disposals Policy (Schedule A)

- 4. Town Council Community Provision of Services for the Future**
To discuss the above (Schedule B attached)