



**Acting Town Clerk:** Mr Matt Snowden  
**Office Address:** 12 Well Lane, Beverley, East Yorkshire, HU17 9BL  
**Tel:** 01482 874096 **Email:** clerk@beverley.gov.uk **Website:** www.beverley.gov.uk

Wednesday 16th November 2022

To all members of the Town Hall Advisory Working Group

Dear Councillor,

## **Town Hall Advisory Working Group**

You are hereby summoned to attend the Town Hall Advisory Working Group of Beverley Town Council to be held at 12 Well Lane Beverley on **Monday 21<sup>st</sup> November 2022** to commence **at 5:00pm**.

Yours faithfully,

Matt Snowden  
**Acting Town Clerk**

- **Recordings:** Members of the public are entitled to record meetings. The Town Council's full policy regarding Recording of Meetings can be found on the website: <https://www.beverley.gov.uk/policies-procedures/>

## **AGENDA**

### **1. Apologies**

To Receive Apologies for Absence.

### **2. Declarations of Interest:**

(a) To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

(b) To note dispensations given to any member of the council and officers in respect of the agenda items below.

### **3. Elections**

(a) **Chairman:** To elect a Chairman for the Town Hall Advisory Working Group.

(b) **Vice-chairman:** To elect a Chairman for the Town Hall Advisory Working Group.

### **4. Updates**

To receive any relevant updates from officers.

### **5. Project Manager**

To consider recommendations for Full Council relating to the securement of a Project Manager:

(a) **Role and Duties:** To consider the role and duties of a Project Manager.

(b) **Securement:** To consider how to secure the services of a Project Manager.

(c) **Budget:** To consider the budgetary requirements for this and other services going forward.