



Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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8 October 2013

To: All Members of Corsham Town Council as Trustees of The Methuen (Town) Hall

Dear Councillor

The Methuen (Town) Hall – Registered Charity No 222278

The next meeting of the Charity will be held on Monday 14 October 2013 in the Town Hall, commencing at the rise of the Meeting of Corsham Town Council, which is to be held earlier in the evening.

Yours sincerely

David J Martin
TOWN CLERK

AGENDA

1. Apologies
2. Declarations of Interest

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.
3. Minutes of the Meeting of the Trustees held on 9 September 2013 - attached
4. Matters Arising from the above Minutes – *for information only*.
5. Write Off of Town Hall income – In accordance with Standing Order 64.3 the Town Council is asked to write off £50 + VAT income due in respect of the Wedding Fayre held in April 2013. Several attempts have been made to recover the money but it is not cost-effective to pursue the matter further – *for approval*.
6. Authorisation of Cheques and Payments – a list will be available at the meeting.