



**Coubro Chambers**  
**11 West End**  
**HOLBEACH**  
**Spalding**  
**Lincs.**  
**PE12 7LW**  
**Tel: 01406 426739**  
**e-mail: holbeachpc@btconnect.com**  
**Clerk/RFO: Jan Hearsey Deputy Clerk: Brandi Rogan**

Dear Councillor,

I summon you to a Meeting of the PR & IT committee to be held at Coubro Chambers on Thursday 13<sup>th</sup> May 2021 at 18:00. There will be no Open Forum preceding this meeting.

Yours sincerely,

Jan Hearsey, Clerk

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

**PR-2021/2-1 To co-opt an additional council member to the committee.**

**PR-2021/2-2 Appointment of Chairman**

**PR-2021/2-3 Apologies for absence and reasons given.**

**PR-2021/2-4 To appoint a member to the Finance Committee.**

**PR-2021/2-5 Declarations of interest.** To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

**PR-2021/2-6 Briefing on what PR and IT do and procedures to follow.**

**PR-2021/2-7 To agree how we are going to record face to face meetings.**

**PR-2021/2-8 To agree an action list for the website, Facebook page and press releases.**

**PR-2021/2-9 Update on IT developments and to agree an action list for future IT improvements.**

**PR- 2021/2 -10 To confirm date & time of the next PR/IT committee meeting**