

**COMMITTEENAME**

**MEETINGDATE**

**MEETINGTIME**

**MeetingLocation**

## **AGENDA**

**Page No**



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact CommitteeOfficerName on CommitteeTel as soon as possible.

### **Emergency Evacuation Procedure – Outside Normal Office Hours**

*In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.*

Committee Members:

Councillors: MembersExpectedShortRolesList

Substitutes: Councillors: ReservesShortList

Further information about this meeting can be obtained from CommitteeOfficerName on telephone CommitteeTel or by email – CommitteeEmail