

**Town Clerk | Swaffham Town Council**

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**From:** Town Clerk | Swaffham Town Council  
**Sent:** 17 October 2019 14:47  
**To:** 'Notley, David'  
**Cc:** Deputy Clerk | Swaffham Town Council  
**Subject:** RE: Town Council Meeting

Hi Dave,

Thank you for confirming, I will make sure you have a 10 minute slot on the 13<sup>th</sup> November agenda. All being well it should be my Deputy Claire Smith Clerking the meeting.

Similarly, I gave you the date for our Market, Events and Tourism Committee meeting on the following Monday 18<sup>th</sup> November, when we agreed this would be a good meeting for you to attend.

Best regards,

Richard Bishop  
**Town Clerk**



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**@SwaffhamClerk** and our Traditional Market **@SwaffhamMarket**

**From:** Notley, David <David.Notley@breckland.gov.uk>  
**Sent:** 17 October 2019 14:33  
**To:** Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>  
**Subject:** Town Council Meeting

Hi Richard

Good to see you today.  
Just to confirm that I would be pleased to attend the Town Council meeting on 13<sup>th</sup> November at 6:30pm  
I look forward to seeing you all then

Kind regards  
Dave

**David Notley** | Market Towns Initiative Project Co-ordinator | **Breckland Council**  
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