

Chairman's Announcements

Please provide details below of any items that you wish to be considered for the Chairman's Announcements

Committee	
Date of Meeting	
Name of Councillor	
Ward	
Nature of the Announcement e.g. congratulations / condolences	

If the nature of the announcement relates to congratulations, please complete section A below. If it relates to condolences, please complete Section B

Section A - Congratulations

Name of person to whom this relates	
Title of the competition / award	
Is this a National Award	Yes / No
Please provide a brief outline of the Announcement	
Do you wish for the Council to send a letter of congratulations to the recipient	Yes / No
If yes, please provide the Name and Address of the recipient	

Section B – Condolences

Name of person to whom this relates	
Please provide a brief outline of the Announcement	
Do you wish for the Council to send a letter of condolences to the family	Yes / No
If yes, please provide the Name and Address of the recipient	