

# SWANNINGTON with ALDERFORD & LITTLE WITCHINGHAM PARISH COUNCIL

## TO MEMBERS OF THE COUNCIL

### NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend the extra-ordinary meeting of the Parish Council to be held in **ST MARGARETS CHURCH, SWANNINGTON** on **15 July 2021** commencing at **7:30pm** for the purpose of transacting the following business

## AGENDA

### WELCOME

- 1. To receive apologies for absence**
- 2. Declarations of Interest and Dispensations**
  - (a) In accordance with Section 31 of the Localism Act 2011 and the adopted Code of Conduct members should not participate in a discussion or vote on a matter in which the member has a disclosable pecuniary interest and must withdraw from the meeting room at the point the matter is under consideration. In the case of non-disclosable pecuniary interests and non-pecuniary interests the member may speak on the matter but not vote and must follow the procedure in the Code of Conduct with respect to disclosure.
  - (b) The Clerk to report on any written requests for dispensation in respect of items on this agenda and the Council shall give consideration to each request.
- 3. To adjourn the meeting to allow members of the public and Councillors with pecuniary interests to speak**
- 4. To consider the recruitment of the position of Clerk to the Council arisen due to vacancy effective from 1 August 2021 together with Terms & Conditions of Employment for the position.  
National Scheme Conditions & Job description supplied**

### THE PRESS & PUBLIC ARE INVITED TO ATTEND AND THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 3.

Attendees to note the venue has advised of the following in order to comply with the Government Guidance for the safe use of multi-purpose community facilities

- sanitiser is provided and must be used on entry
- chairs will be pre-arranged for the hire - this will be for PC Members and public
- kitchen and toilets are NOT in use
- no standing/talking in large groups
- if a large number of attendees then the arrival would possibly need to be staggered
- personal contact details will be collected and retained (by the Council) for a period of 21 days in line with the Government's COVID-19 contact tracing scheme,
- after the event clean will be undertaken by the venue – please leave furniture in situ

*In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting informs the Council beforehand so appropriate arrangements can be made to facilitate the recording.*

.....Mrs Sue Darling.....

Dated 7 July 2021.

Chairman SALW Parish Council

**Note to Members – Register of Members Interest.**

**Should any change need to be made to your declaration please be reminded that this should be actioned within 28 days of the change**

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swannington-news.org