

**TO: ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend an Extraordinary Meeting of East Halton Parish Council to be held in the Village Hall, East Halton on Friday 17<sup>th</sup> November 2017 at 7.30 pm.  
Please notify the Chairman or Clerk to the Council if you are unable to attend.

*P M Wright*

**Clerk to the Council – 13.11.17**

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*Please note that the Council has a formal, adopted policy for the recording of meetings. This is available from the Parish Clerk and anyone wishing to record the meetings must inform the Chairman and/or Clerk prior to the commencement of the meeting that they are going to do so.*

**Agenda**

**17.115 To receive any apologies for absence**

**17.116 Declarations of Interest**

- (a) To record declarations of interest from members on items appearing on the agenda. Members should identify the agenda item and type of interesting being declared
- (b) Dispensations – to note any dispensations given to any member of the Council in respect of an agenda item listed below

**Public Participation Session**

There will be a public participation session at this point in the meeting. Standing Orders are suspended for this session.

**17.117 To discuss and agree a budget for the Village Christmas Tree Event.**

To approve the minutes of the previous meeting

**17.118 To Approve the Appointment of Clerk & RFO.**

To approve the appointment of Mrs Patricia Wright as Clerk and Responsible Financial Officer for the Parish Council.

**17.119 To discuss and approve changes to the bank mandate.**

To discuss and approve adding the clerk & RFO to the bank mandate

**17.120 To consider the exclusion of press and public.**

To consider exemption of press and public for remainder of meeting under Public Bodies Admissions to Meetings Act 1960 (Section 1 (2)) on the grounds that discussion of the following business is likely to disclose confidential information

**17.121 To discuss and approve the Clerks contract of employment**

Draft copy enclosed