

CLAYBROOKE PARVA PARISH COUNCIL

All Councillors are hereby summoned to an **Extraordinary Meeting of Claybrooke Parva Parish Council** on **Wednesday 22nd November 2023**.

The meeting will be held at Claybrooke School at **7.30pm**.

All members of the public and press are welcome to attend.

The business to be transacted at the meeting is as follows:

EM-001 To appoint a Councillor to preside over the meeting until a chairman is appointed

EM-002 To appoint a Chairman to Claybrooke Parva Parish Council

EM-003 To receive the appointed Chairmans's signed Declaration of Acceptance of Office

EM-004 To consider temporary arrangements for a Proper Officer to Claybrooke Parva Parish Council

EM-005 To receive and consider apologies for absence

EM-006 To receive members' declarations of interest

EM-007 To receive and consider members' requests for dispensations.

EM-008 To appoint a Vice Chairman to Claybrooke Parva Parish Council

EM-009 To receive the appointed Vice Chairman's signed Declaration of Acceptance of Office

PUBLIC PARTICIPATION SESSION

EM-010 To adjourn the meeting for contributions from other representatives and members of the public

COUNCIL SESSION

EM-011 To approve as accurate the minutes of the meeting held on 4th October 2023

EM-012 Matters arising from the minutes of the meeting held on 4th October 2023

EM-013 To appoint a representative to Claybrooke Joint Burial Committee

EM-014 To appoint a substitute representative to the Claybrooke Joint Burial Committee

EM-015 To agree the appointment process for a Proper Officer and Responsible Financial Officer

EM-016 To agree the process for co-option to fill the casual vacancy

EM-017 To consider items for inclusion on the agenda for the next meeting

EM-018 To confirm the date and time of the next meeting of Claybrooke Parva Parish Council

Signed:

Councillor Fay Briggs:

Councillor Raymond Middlemas

17th November 2023