

NOTICE OF AN EXTRAORDINARY MEETING OF THE WOODCOTE PARISH COUNCIL

Saturday 25th November 2023 at 10.00am in the Woodcote Village Hall

**All Councillors of the Parish Council are summoned to attend an
Extraordinary Meeting¹ of the Woodcote Parish Council**

Members of the public and press are invited to attend all council meetings.
[Public Bodies (Admission to Meetings) Act 1960]

Prior to the start of the meeting, questions and comments from members of the public (limited to 10 minutes in total)
This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman of the meeting) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than five minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

- 1. To receive apologies for absence.** [LGA 1972 s85(1)]
- 2. Declarations of interests** [LA 2011 s31]
 - 2.1 To receive declarations of interest for items on the agenda
Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)
 - 2.2 To consider requests for dispensations, if any [LA 2011 s33]
- 3. Proper Officer**
 - 3.1 To note the Clerk & RFO is currently unavailable for work.
 - 3.2 To approve creating the unpaid position of proper officer, responsible for all of the activities and delegations of the Clerk and RFO.
 - 3.3 To approve appointing a Councillor as proper officer of the council until either the Clerk is available to work or until a Locum Clerk is appointed by the Council
 - 3.4 To approve updating the Bank mandate, including the proper officer being able to set up online payments for approval and 2 signatory approval of all online payments.
- 4. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.** [Public Bodies (Admission to Meetings Act 1960; LGA 1972 ss100 & 102]

Confidential Papers

 - 4.1 To consider matters pertaining to staffing.
- 5. To confirm the date and time of the next Council Meeting – 7.30pm, 6th December 2023.**
- 6. To approve the minutes of this meeting.**

Kevin Davies

¹ Local Government Act 1972, Schedule 12 paras 9 & 25

Cllr K Davies, Vice Chairman (in the absence of the Chairman)
21st November 2023