



Dormansland Parish Council

Locum Parish Clerk: Debbie Marshall
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Notice is hereby given that an Extraordinary meeting of Dormansland Parish Council will be held at 7pm on Wednesday 2nd June 2021 in The Parish Room, The Platt, Dormansland to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Clive Robinson*
Chairman, Dormansland Parish Council

26th May 2021

Open Forum

The first ten minutes of the meeting are available for members of the public and press to raise any issues with the Council. If there are no members of the public present at 7pm the meeting will commence.

AGENDA

1. To receive and accept apologies for absence

Please inform the Clerk if you are unable to attend.

2. Declarations of interest

To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

3. Planning

- 3.1 To approve terms of reference for the Planning Committee Annexed
- 3.2 To elect a Chairman for the Planning Committee
- 3.3 To consider the frequency of Planning Committee meetings

4. Staffing

- 4.1 To agree the formation of a Personnel Committee and appoint Councillor membership
- 4.2 To approve terms of reference for the Personnel Committee Annexed
- 4.3 To consider the Locum Clerk undertaking a review of the Clerk role

5. Governance

- 5.1 To approve a Council Scheme of Delegation Annexed
- 5.2 To approve the RFO actioning Internal Auditor recommendations Annexed
- 5.3 To consider the Locum Clerk undertaking a review of governance/procedures
- 5.4 To approve the advertisement of 2 casual vacancies and the timeline Annexed

Due to Covid restrictions, which limit numbers in the Parish Room, please could members of the public contact the Clerk if you wish to attend: dormansclerk@outlook.com / 07395 323456