



Sally Harman
Parish Clerk & Responsible Financial Officer
Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
Surrey, KT10 0JP
Tel. No: 07741848719
Email: clerk@claygateparishcouncil.gov.uk

22nd June 2023

NOTICE IS HEREBY GIVEN THAT

An Extraordinary Meeting of Claygate Parish Council which will be held Thursday 29th June 2023 at 19h00 in the Small Hall, Claygate Village Hall.

The meeting is open to the public and press. If attendees have any of the main symptoms of Covid-19 and/or have tested positive to Covid prior to the meeting you should not attend. Please refer to www.gov.uk for full guidelines. A quarter of an hour has been reserved for members of the public to address the Council, for three minutes each, on any subject relevant to the agenda. In order to address the meeting, we would appreciate you contacting the Parish Clerk before 11am on the day of the meeting who will allocate a slot. All meetings will operate to our Privacy Policy which can be found at www.claygateparishcouncil.gov.uk.

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AGENDA

1. To accept Apologies for Absence.
2. To receive Declarations of Interest in items on the agenda.
3. To confirm the minutes of the Extraordinary Parish Council meeting held on 8th June 2023.
4. To review and agree the proposed Parish Council flyer for the Claygate Flower Show.
5. To resolve on whether the Council will move into closed session to consider a confidential staffing matter in accordance with the Public Bodies (Admission to Meetings) Act 1960. Should this resolution be passed the public and press will be required to leave the meeting at this stage.
6. To approve the appointment of a temporary Parish Clerk and Responsible Financial Officer and agree the process for appointing a permanent replacement.
7. To move out of closed session
8. To agree a schedule for handover to the new temporary Parish Clerk and Responsible Financial officer.
9. Matters for information purposes only.

To confirm that the next meeting of the Claygate Parish Council is planned to be held on Thursday 6th July 2023 at 7.30 pm

Website: www.claygateparishcouncil.gov.uk