

Longdon, Queenhill & Holdfast Parish Council

Councillors are hereby summonsed to attend an extraordinary meeting of the Parish Council on **Monday 19th September 2016 at 7.30 pm at the Village Hall Longdon**. The business to be transacted is set out in the Agenda below.

Agenda

- (1) **Secretary:** To appoint a Secretary to record the minutes of the meeting.
- (2) **Meeting status:** To affirm the actions of Cllr. G. Inchbald as an unpaid temporary Proper Officer in preparing and circulating the Notice, Summons and Agenda of the meeting.
- (3) **Apologies for Absence & Declarations of Interest:** To receive any apologies, including interests already declared to the Monitoring Officer under the Code of Conduct requirements and any on-going dispensation requests.
- (4) **Adoption of Minutes:** To agree the minutes of the Meeting of the Parish Council held on Monday 8th August 2016.
- (5) **Administration:**
 - (a) To receive an update on the status of the position of Clerk to the Council.
 - (b) Lengthsman Scheme and local environment update.
 - (c) To receive an update on IT matters including the Transparency grant and the Internet web domain.
- (6) **Accounts and Financial Matters:** To consider payment of accounts presented and any other financial matters.
- (7) **Date of Next Meeting:**
To set the date of the next meeting, subject to any need for Working Party or Interim Parish Council meetings.