

THE PARISH COUNCIL OF HARTLEY

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27th March 2025

Dear Councillor

You are hereby summoned to attend an **EXTRAORDINARY** Meeting of Hartley Parish Council to be held at **Hartley Library, Ash Road** on **Wednesday 2nd APRIL 2025** commencing at **10.15a.m.** or at the conclusion of the meeting of the Planning Committee, whichever is later. The business to be transacted at the meeting is:

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Clerk prior to the day of the meeting.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

AGENDA

1. Apologies

To receive and approve, if necessary, any apologies for absence.

2. Declarations of Interest

To receive Members' declarations of interest which have not already been entered in the Members' Register of Interests or notified to the Monitoring Officer.

Members are reminded of the duty to register with the Monitoring Officer any change to interests or new interests in Appendices A and B of the Council's adopted Code of Conduct within 28 days of becoming aware of it.

3. Dispensations

To consider any request/s received from Members to grant a dispensation in order to participate in discussion and voting, as appropriate, on matter/s to be considered at this meeting where a Member has an interest in Appendices A and/or B of the Council's Code of Conduct adopted on 10th November 2014.

4. Minutes (WHITE)

To approve, as a correct record, the minutes of the Hartley Parish Council meeting held on 10th March 2025. (Annexed).

Pursuant to Standing Order 3 (e) the Chairman of the Council will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

5. Village Sign

To consider any quotations received for the replacement of the post and frame around the Hartley village sign.

Pursuant to Standing Order 3 (d) the press and public will be excluded from the meeting during consideration of agenda item 6, Staff Matters, due to the confidential nature of the business to be transacted.

6. Staff Matters (YELLOW)

(a) To review the position of Clerk's Assistant following completion of their 3 month fixed contract.

(b) Subject to (a) above, to consider a draft Contract of Employment for the position of Clerk's Assistant. (Annexed).

List of circulated documents

1. Minutes of the Parish Council meeting held on 10th March 2025. **(WHITE)**
2. Draft Contract of Employment. **(YELLOW)**