

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779
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To all Members of Meopham Parish Council

You are hereby summoned to attend an meeting of the **Full Council of Meopham Parish Council** on **Monday 2nd October 2023 at 7:00pm** to be held in **Harvel Village Hall, DA13 0DS**.

Yours faithfully

Shaun Fishenden

Shaun Fishenden BA (Hons)
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 26th September 2023

AGENDA

1. **Election of Chairman:** To elect a Chairman for the remainder of the 2023-2024 municipal year and to receive their Declaration of Acceptance of Office
2. **Provisional - Election of Vice-Chairman:** To elect a Vice Chairman for the remainder of the 2023-2024 municipal year and to receive their Declaration of Acceptance of Office
3. **Apologies for Absence:** To receive and accept apologies
4. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

5. **Staffing:** To consider conducting an independent review into the staffing, workplace culture, training needs and performance managements arrangements within the Parish Council Office
6. **Consultant Assistant Clerk:** To consider the extension of the consultancy arrangements for a period of three months in light of the resignation of the Deputy Clerk