**Kelbrook and Sough Parish Council**

Chairman: Sharon Ashley

Clerk: Christine Elley

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**SUMMONS to an extra-0rdinary meeting meeting of Kelbrook and Sough Parish Council to be held on Thursday 22nd of June at 6.45 pm in the Annex, Kelbrook and Sough Village Hall.**

Members agreed to exclude the public and press from the meeting in pursuance of the power contained in section 100(A) (4) of the Local Government Act, 1972 as amended when it was likely, in view of the nature of the proceedings or the business to be transacted, that there would be disclosure of exempt information and sensitive, confidential information which was likely to reveal the identity of an individual or individuals or any action to be taken in connection with prevention, investigation or prosecution of a crime or serious complaint.

You are summoned to attend a meeting of the Parish Council, on the above date and time. If you are unable to attend, it is important that your apologies and reason is passed to the Chair prior to the meeting.

**AGENDA**

1. **Co-option of two Councillors**

Applicants for the post of Co-Opted Councillor will be invited in individually for a short informal interview.

This will be followed by a private vote of councillors.

New members will be invited to join the meeting after first signing the Acceptance of Office and Declaration of interest Forms.

1. **Welcome**

The Chairperson Cllr. Ashley welcomes all to the meeting.

1. **Attendance, Apologies and Non-Attendance**

To record, accept or otherwise, attendance, apologies for absence and non-attendance.

1. **Declarations of Interest/s**

Members are reminded of the legal requirements concerning the declaration of interests:

A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, it is suggested that a Member with a disclosable pecuniary interest leave the room where the meeting is held while any discussion or voting takes place.

1. **Internal Auditors Report**

To update points raised on the internal Auditors report in September and to look at action taken and action still required**.**

1. **AGAR**

To discuss and complete the agar documents and make arrangements to publish the document.

Also to discuss arrangements to complete with the Internal Auditors report and submit to the external auditor within the timescale agreed with them.

1. Other Financial Matters

To discuss and make arrangements for sub groups to work on and present these documents to the next PC meeting for discussion.

* 1. Risk Assessment
  2. Asset Register
  3. Maintenance Plan
  4. Reserves Budget

1. Clerk – Discuss contract and PayScale.
2. Any other relevant Business

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