

# **HARTLEBURY PARISH COUNCIL**

Clerk to the Council -

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You are hereby summoned to attend an **Extraordinary Meeting “Virtual”** of **Hartlebury Parish Council** to be held on **Monday 6<sup>th</sup> April 2020 commencing at 7.00pm.** **This is an urgent meeting due to COVID -19 to ensure council functionality.**

## **AGENDA**

**Please note that photographing, recording, broadcasting or transmitting the proceedings of this meeting is permitted in compliance with the Openness of Local Government Bodies Regulations 2014. Those who attend should expect that they may be filmed, recorded, photographed or otherwise reported about.**

1. To reconfirm appointment of Chair – Cllr Ingham.
2. To appoint a “temporary” Acting Clerk. (Unpaid).
3. Apologies.  
To receive apologies and to approve reasons for absence.
4. Declarations of Interest.  
Councillors are reminded:-
  - a) Of the need to update their register of Interests form.
  - b) To declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature.
  - c) To declare any Other Disclosable Interests (ODI) in items on the agenda and their nature.  
Councillors, who have declared a DPI or an ODI which falls within the terms of paragraphs 9 and 11 of the Code of Conduct, must leave the “virtual “meeting room for the relevant items unless granted a dispensation.
5. Dispensations.  
To consider any written requests from Parish Councillors. Written requests for the Council to grant a dispensation (as required via Localism Act 2011 s33) are to be emailed and not handed to the Clerk at start of the meeting.
6. To acknowledge the resignation as Parish Councillor and Chair of HPC, Councillor Kirby.
7. To appoint Vice Chair.
8. Finance Committee.
  - a) Terms of reference, so Council can still function during lock down.
9. Staffing Committee.
  - a) Terms of reference,
10. HPC COVID -19 Champion.
  - a) To appointment a champion to co-ordinate a help team (example only document attached).
11. HPC IT Champion.
  - a) To appointment a champion to help all Cllrs with IT concerns, ways to move the Council forward.
12. . HPC Website,
  - a) Who should control what’s posted on the website?
  - b) Website flat/not as helpful as perhaps it could , should current website designer be asked for advise
13. Draft Minutes HPC Meeting 3<sup>rd</sup> March 2020, review to ensure all points addressed.
14. Date of next meeting.