

I hereby give you notice that you are summoned to attend the **Special Meeting** of the Parish Council which will be held at the **SOUTH WINGFIELD PARISH ROOM** at **6.00pm** on **October 25th 2011** transact the under mentioned business. Members are asked to sign the attendance sheet for the meeting and to complete the Declarations of Interest Sheet (if appropriate). These will be available at the meeting.

Yours sincerely *Linda McCormick* (Clerk to the Council)

## **AGENDA**

### **Part 1 – NON CONFIDENTIAL INFORMATION**

#### **1. To receive apologies for absence**

#### **2. Variation of order of business if required**

#### **3. Declaration of member's interests**

Please Note:-

**(a)** Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item) **(b)** Where a Member indicates that they have a prejudicial interest, and describe the interests, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item **(c)** of Public Speaking.

The Declarations of Interests will be read out from the Declaration Sheet provided – Members will be asked to confirm that the record is correct.

#### **4. Public speaking**

**(a)** A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matter. Where a Member indicates they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item **(c)** below. (If the item to which representations or comment were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item) **(b)** If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to South Wingfield Parish. **(c)** Members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage. Any comments or questions cannot be dealt with at this time, however, if the item is on the meeting agenda it can be discussed when arising on the agenda or if not on the meeting agenda can be added to the next meeting agenda. This is due to time constraints for the meeting and also items raised that are not on the meeting agenda cannot be discussed as all parishioners have to be given an opportunity to comment on items should they wish to, if the item is not on the agenda they are at a disadvantage as they would not be aware the item was to be discussed.

**5. To determine which if any from Part 1 of the Agenda should be taken with the public excluded.** If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -"That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw

#### **6. Report of the Clerk on:**

i) Snow Wardens and Winter Scheme

#### **b) Christmas Newsletter**

**c) Remembrance Service at All Saints November 13<sup>th</sup> 2011** wreath to order and Councillor to lay wreath, and wreath to order and Councillor to lay at Market Place memorial on November 11<sup>th</sup> 2011 at 11.00am and discuss occasion.

#### **d) Insurance Report regarding internal bouncy castles and public liability**

**Next Monthly Parish Council meeting November 10<sup>th</sup> 2011 at 7.00pm**