

## STEEPLE CLAYDON PARISH COUNCIL

Dear Councillor,

You are summoned to attend a meeting of the Parish Council on Tuesday 7th February at 7:45pm in the village hall, Queen Catherine Road, Steeple Claydon to transact the business detailed below.

Councillors may wish to bring laptop/ tablets etc to view relevant information.

(If a Parishioner wishes to raise an issue, please advise details to the Parish Clerk in advance of the meeting. Matters raised, not in connection with agenda items, may be carried forward. Matters raised in connection with agenda items will be discussed at the time allocated or be carried forward to the next meeting.)

**Should the meeting not be finished by 10:30pm the Councillors may consider it necessary to defer the matters of a confidential nature to a closed meeting at a later date.**

7:45pm	1	Apologies, declarations of interest and then Minutes of meeting dated 3 <sup>rd</sup> January 2017
7:50pm	2	Public participation
8:10pm	3	Caretaker and Cottage update
8:20pm	4	Parish Councillor appointment and vacancy update
8:25pm	5	Parish Clerk – correspondence – Councillors are invited to view reading file before the meeting.
8:45pm	6	Working group update on activities and recommendations
		<b>Neighbourhood and development, to include Planning applications (at time of writing no planning applications outstanding)</b>
		<b>Communication and events</b>
		<b>Finance</b> inc category balances and cheques for signature
		<b>People and Assets</b>
		<b>Hs2</b> including review of public meeting 17 <sup>th</sup> January 2017
9:45pm	7	Matters of a confidential nature (eg HR etc) – members of the public will be asked to leave prior to this item.
10:15pm	8	Meeting scheduled to close.

Nick Osgerby  
Parish Clerk  
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clerkscpc@btinternet.com  
2<sup>nd</sup> February 2017