

# *Swafield and Bradfield Parish Council*

## **NOTICE OF MEETING**

There will be an extraordinary meeting of Swafield and Bradfield Parish Council

on **Tuesday 13<sup>th</sup> September at 7.00pm In The Village Hall, Swafield**

for the purpose of transacting the following business.

Chairman of the Council, Pevensey, The Street, Swafield.

Date

1. To consider apologies
2. To appoint member to take minutes of this meeting
3. To receive declarations of interest and dispensations
4. To consider exclusion of press and public as staffing matters are to be discussed

### **Staffing matters**

5. To note receipt of the Clerk's resignation
6. To consider appointment of a Locum Clerk and approve terms & conditions <sup>1</sup>
7. To open the meeting

### **Office Equipment**

8. To consider purchase of office equipment – computer, printer, laminator etc.
9. To note items for the next meeting on 27 September
10. To close the meeting

*The items below are supplied to Councillors; they are available from the chairman on request unless marked 'confidential'*

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<sup>1</sup> Confidential Report