

## Meopham Parish Council

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### To all Members of Meopham Parish Council

You are hereby summoned to attend an **EXTRAORDINARY MEETING** of **MEOPHAM PARISH COUNCIL** on **Tuesday 25 February 2020 at 7:00pm**, at **The Windmill, Meopham Green**. Papers have been circulated for items shown by (\*)

Yours faithfully

**Cllr Sheila Buchanan, Chairman**  
**(Issued pursuant to Standing Order 6a)**  
**Date of Issue: 19.02.2020**

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## A G E N D A

1. To receive Apologies for Absence
2. To receive Declarations of Interest
3. Memorial Bench
  - 3.1 On the recommendation of the Environment and Amenities Committee to approve the location of a memorial bench on Meopham Green (\*)

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### CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

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4. Employment Matters
  - 4.1 On the recommendation of the Personnel Committee, to approve the following on a permanent basis:-
    - opening the office Monday to Thursday only
    - increase in hours for the second clerical assistant from 5 to 10 hours per week
    - increase in hours for the clerk from 25 hours to 29 per week to allow 4 hours to work from home on a Friday
  - 4.2 On the recommendation of the Personnel Committee, to approve that on occasions where the Council decides to close the office (eg. over Christmas and New Year) staff will continue to be paid and not required to take annual leave

### DISTRIBUTION

**Council Members:** Cllrs. D Bramer, M Bramer, S Buchanan, (Chairman), S Gofton, S Innes, P. Luxford, J McTavish, G Madgwick, M Mulheran, J Ogden (Vice Chairman), A Rose and B Wade

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Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request.

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