

LAUNTON PARISH COUNCIL

www.launton-pc.gov.uk

Parish Clerk
Jane Olds

13 Oak Close
Bicester
OX26 3XD
07305 303889

25 October 2023

clerk@launton-pc.gov.uk

Councillors: You are hereby summoned to attend the Meeting of the Parish Council to be held at Launton Parish Hall on **Thursday 2 November 2023 following the Parish Council Meeting** for the purpose of transacting the business itemised below.

Members of the Public: Members of the public wishing to address the Council during the formal meeting must make the Chairman aware of their intention before the meeting starts. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

AGENDA

1. Appointment of a Chairman for the meeting

2. To receive apologies for absence

3. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's Code of Conduct and to note any gifts and hospitality (please refer to the notes at the end of agenda).

4. To facilitate public participation with regard to items on the agenda

Public participation is limited to 30 minutes in total. Members of the public may make only one address to the Council of no more than three minutes' duration and only concerning topics on the agenda.

5. Terms of Reference – to note the Terms of Reference

6. Public and Press – to consider passing a resolution, in accordance with the Public Bodies (Admissions to Meetings) Act 1960 that the public and Press be excluded from the meeting for the following items by reason of the confidential nature of the business to be transacted.

7. Staffing

- a. **Appraisal / Personal Development Plan** – to discuss the Clerk's Personal Development Plan
- b. **Salary Review** – to consider the salary review for 2024/25

8. Date of Parish Council meeting – Thursday 7 December 2023 at 7.30pm, in Launton Parish Hall

Jane Olds

Notes on declarations of interest

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012