

## NOTICE OF A MEETING OF HECKINGTON PARISH COUNCIL

Dear Sir/Madam

I hereby give you notice that the extraordinary meeting of Heckington Parish Council will be held in the **Parish Council Chambers, St Andrews Street, Heckington**, on Monday 2 September 2024 at **7.00pm**.

Members of the Press and Public are invited to attend.

All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Signed:	<i>SIGNED</i>	Dated: 27 August 2024
Councillor Garlick		

Signed: Heidi Wilson	<i>SIGNED</i>	Dated: 27 August 2024
Councillor Wright		

Public Forum: Fifteen minutes will be set aside for members of the public to ask questions or make short statements to the council. The council may choose not to answer any question; a response may instead be given in writing. Matters raised may be added to an agenda for a future meeting. Members of the public are welcome to stay for the parish council meeting after the public session but are not permitted to speak during that meeting.

### AGENDA

1. **To resolve to appoint an acting chair**
2. **Councillors present**
3. **Apologies**  
Apologies for absence and reasons given
4. **To receive any reports of member's interest, pecuniary or otherwise in relation to the agenda and any dispensations in accordance with the Localism Act 2011.**
5. **Staffing**
  - i. To resolve to appoint a staffing committee (at least three councillors)
  - ii. To resolve to approve terms of reference for the staffing committee
6. **Date and time of the next meeting**  
30 September 2024 (time and location TBC)
7. **To resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 if required.**
  - i. Staffing matters