**HEYBRIDGE BASIN PARISH COUNCIL**

**To the members of Heybridge Basin Parish Council**

The public and Press are invited, and all Councillors are summoned, to attend the forthcoming EXTRAORDINARY Meeting of Heybridge Basin Parish Council. The meeting will be held at **Plantation Hall, Colchester Road, Maldon, CM9 4AL on Tuesday 17th May 2022 at 7:00pm,** to transact the following business:

**Recording of meetings**

Please note, the Council may be recording any part of this meeting held in open session. Members of the public attending the meeting with a view of speaking are deemed to be giving permission to be included in the recording.

Signed: Jenny Sjollema Date: 10th May 2022

Chair to Heybridge Basin Parish Council.

**AGENDA**

1. **Chairman’s Welcome**
2. **Declaration of Acceptance of Office.**
3. To receive GH’s Declaration of Acceptance of Office.
4. **To receive apologies for absence.**
5. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**
6. **Document Review**
7. To receive an update from the Task and Finish Group and agree any action to be taken.
8. **The Queen’s Jubilee Celebrations Thursday 2nd June 2022 – Sunday 5th June 2022**
9. To receive an update from the Task and Finish Group and agree any action to be taken.
10. To receive an update regarding the town crier/master of ceremonies and agree any action to be taken.
11. To finalise plans for the Jubilee Celebrations and agree any action to be taken.
12. To receive an update from the Clerk about the tree planting and agree any action to be taken.
13. **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded and they are instructed to withdraw.**
14. **Personnel Matters**
15. To receive an update from the Clerk.
16. To review the Clerk’s contracted hours and agree any action to be taken.
17. **Council Freeman**
18. To discuss the proposal of a Council Freeman and agree any action to be taken.
19. **St George’s Field**
20. To receive an update from the Clerk and agree any action to be taken.

Provisional Date of Next Council Meeting Tuesday 24th May 2022

Clerk Contact details: clerk@heybridgebasinpc.org.uk

Website: [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk)