

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

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12th August 2010

Dear Councillor

You are invited to attend a meeting of the Standing Orders Working Group to be held on **Wednesday 18th August 2010** commencing at **10.30 a.m. or at the conclusion of the Finance & General Purposes Committee whichever is later** at **Hartley Library**.

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

Apologies

To receive apologies for absence.

1. Election of Chairman of the Standing Orders Working Group

To elect a Chairman of the Standing Orders Working Group until the Annual meeting of the Council in May 2011.

2. Election of Vice Chairman of the Standing Orders Working Group

To consider whether the Standing Order Working Group wishes to appoint a Vice Chairman and if so, to elect a Vice Chairman of the Standing Orders Working Group until the Annual meeting of the Council in May 2011.

3. Declarations of Interests

To receive Members' declarations of interests.

4. Minutes

(WHITE)

To approve as a correct record the minutes of the meeting of the Standing Orders Working Group Committee held on 22nd June 2007. (Annexed).

5. Terms of Reference

To review the terms of reference of the Standing Orders Working Group, as approved by the Council at its Annual meeting held on 10th May 2010.

Background document

Terms of Reference as approved by the Council on 10th May 2010

6. Standing Orders

To undertake a review of Hartley Parish Council's Standing Orders. NALC recently published a new Model Standing Orders for Local Councils.

Members are requested to bring their Councillor's handbook to the meeting which contains the Standing Orders as approved by the Council on 10th September 2007.

Background document

Hartley Parish Council's Standing Orders approved on 10th September 2007

Model Standing Orders for Local Councils

7. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Standing Orders Working Group held on 22nd June 2007
2. Model Standing Orders for Local Council's

Working Group Membership

Cllr C Alford
Cllr Mrs A Oxtoby

Cllr J Gaywood
Cllr Ramsay