

## HARTLEY PARISH COUNCIL

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5<sup>th</sup> January 2012

Dear Councillor

You are invited to attend a meeting of the Standing Orders Advisory Committee to be held on **Wednesday 11<sup>th</sup> January 2012** commencing at 10.30 a.m. or at the conclusion of the Planning Committee, whichever is later at Hartley Library.

Yours sincerely

Julie Hoad  
**Proper Officer**

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### AGENDA

#### **1. Election of Chairman of the Standing Orders Advisory Committee**

To elect a Chairman of the Standing Orders Advisory Committee until the Annual meeting of the Council in May 2012.

#### **2. Election of Vice Chairman of the Standing Orders Advisory Committee**

To elect a Vice Chairman of the Standing Orders Advisory Committee until the Annual meeting of the Council in May 2012, if appropriate.

#### **3. Apologies**

To receive apologies for absence.

#### **4. Declarations of Interests**

To receive Members' declarations of interests.

#### **5. Minutes**

**(WHITE)**

To approve, as a correct record, the minutes of the meeting of the Standing Orders Working Group held on 18<sup>th</sup> August 2010. (Annexed).

#### **6. Terms of Reference**

To review the Terms of Reference of the Standing Orders Advisory Committee, as approved by the Council at its Annual meeting held on 10<sup>th</sup> May 2010.

*Background document*

*Terms of Reference as approved by the Council on 10<sup>th</sup> May 2010*

## **7. Standing Orders**

To review the Standing Orders as approved and adopted by Hartley Parish Council on 8<sup>th</sup> November 2010.

Members are requested to bring their copy of the Council's Standing Orders to the meeting.

*Background document*

*[Standing Orders approved and adopted by the Council on 8<sup>th</sup> November 2010](#)*

*[Model Standing Orders for Local Councils](#)*

## **8. Date of the next meeting**

### **List of circulated documents**

1. [Minutes of the meeting of the Standing Orders Working Group held on 18<sup>th</sup> August 2010](#)
2. [Terms of Reference of the Standing Orders Advisory Committee as approved on 10<sup>th</sup> May 2010](#)

### **Standing Orders Advisory Committee**

#### **Membership:**

Cllr Abraham  
Cllr C Alford  
Cllr Mrs A Oxtoby  
Cllr Ramsay