

## LUDGERSHALL TOWN COUNCIL



Notice is hereby given that an Extraordinary Meeting of the Full Council will be held on Monday 28<sup>th</sup> June 2021 at 7-00pm at the Memorial Hall

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

Dated this 23rd day of June 2021

Signed: Cllr M Giles

Chairman

This meeting will be held at the Memorial Hall according to the latest Government Covid Safety Guidelines. There will be 8 places for members of the public to attend. If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. If members of the public wish to attend and ask a question they should also notify the Town Clerk of this by noon on the Friday prior to the meeting and provide in writing their question at the same time. No members of the public will be allowed to attend if all the allocated seats are taken. If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided. All those public in attendance at the meeting will be required to wear a face mask unless exempt or when talking. If anyone has any signs of Covid-19 please do not attend, your temperature will be taken at the entrance and if possible, sight of a negative lateral flow test is desirable.

### AGENDA

1. Apologies for Absence
2. To Receive Declaration of Interests

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct

3. Chair to read & accept Vice Chairs Resignation letter – in agenda pack
4. Election of Vice Chair
5. Bills for Payment – in agenda pack
6. Internal Audit Report to 31/03/21 – in agenda pack, 2 recommendations to be discussed, agreed & ratified.
7. Query from Audit Report that requires minuting – in agenda pack
8. Resolution to adopt the Annual Governance Statement 2020/21 in the Annual Return – in agenda pack
9. Resolution to adopt the Accounting Statement 2020/21 in the Annual Return – in agenda pack
10. Staff Job Descriptions – in agenda pack to decide what type of job LTC want to use for advertising for new employee