


NOTICE IS HEREBY GIVEN THAT AN EXTRA ORDINARY MEETING OF THE  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON MONDAY 23<sup>rd</sup> MARCH 2020 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7:30PM

  
Mr. J. Anderson, Chair  
18/03/2020

Members: Cllr. J. Anderson (Chairman)      Cllr. M. Binns      Cllr. G. Collender  
            Cllr. W. Dance                              Cllr C. Drew      Cllr. A. King  
            Cllr. M. McDonald                        Cllr. J. Wheelwright

Note: This meeting is open to the public and press who are welcome to attend.

## **A G E N D A**

### **1            APOLOGIES FOR ABSENCE**

To receive any apologies for absence

### **2            DECLARATIONS OF INTEREST**

To receive any declarations of interest in any matters to be discussed by the Council at this meeting.

### **3            QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

To receive questions or comments from the public, including those on planning. Up to 20 minutes will be allocated for questions/comments from members of the public with a guideline of no more than 5 minutes per subject. If several members of the public wish to speak on the same subject, they are requested to nominate a spokesperson. Comments will be minuted. For more details please read the document *Guidelines for Public Participation at Parish Council Meetings* which is available on the Parish Council website or at the Parish Office.

### **4            CORONAVIRUS CONTINGENCY WORK PLAN**

4.1          Annual Parish Meeting – to **NOTE** that the Annual Parish Meeting to be held on 21<sup>st</sup> April has been postponed.

4.2          Parish Council Operation – to **AGREE** the adoption of measures to enable Swallowfield Parish Council to remain an effective parish council and protect our members, staff and residents during the restrictions imposed by the COVID-19 outbreak. Document to be circulated.

### **5            BILLS FOR PAYMENT**

5.1          Bills List – to **APPROVE** the bills for payment, list to be provided at the meeting.