


NOTICE IS HEREBY GIVEN THAT AN EXTRAORDINARY MEETING OF THE  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON WEDNESDAY 29<sup>th</sup> NOVEMBER 2023 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 13:45

  
Mr. J. Anderson, Chair  
22/11/2023

Members: Cllr. J. Anderson (Chairman) Cllr. M. Binns Cllr. C. Drew  
Cllr. L. Edmonds Cllr. I. Fullerton Cllr. J. McDermott  
Cllr. M. McDonald Cllr. P. Schulz Cllr. S. Taylor

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 PROPERTY**

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

**4.1 Hall Upgrade**

**4.1.1** Fire Safety – to **AGREE** a contractor to complete the upgrade to fire safety precautions at Swallowfield Parish Hall. Paper circulated.

**4.1.2** Tender – to **APPROVE** the list of contractors prepared by SWA Architects. List circulated.

It is **PROPOSED** that due to commercial sensitivities to this item the press and public be excluded in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.