



INGLEBY BARWICK TOWN COUNCIL

BARWICK LODGE
INGLEBY WAY
INGLEBY BARWICK
STOCKTON-ON-TEES
NORTH RIDING OF YORKSHIRE
TS17 ORH

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26 April 2019

Councillors,

You are hereby summoned to attend the **SPECIAL MEETING** of **INGLEBY BARWICK TOWN COUNCIL** to be held in **THE SMALL HALL** at **INGLEBY BARWICK COMMUNITY HALL, HARESFIELD WAY, INGLEBY BARWICK**, on **WEDNESDAY 1ST May 2019** commencing at **7.00 P.M.**

The business to be transacted at the meeting is as follows:

1. **HOUSEKEEPING** – Announcements, to be noted.
2. **APOLOGIES FOR ABSENCE** – To received apologies and record absences.
3. **CODE OF CONDUCT** – To consider any declarations of interest in the matter.
4. **EXCLUSION OF THE PRESS AND PUBLIC DURING CONSIDERATION OF THE FOLLOWING ITEM OF BUSINESS** – Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
5. **Appointment of Town Clerk/RFO:** To receive the Recommendation from Personnel Committee on the person to be appointed.
6. **Draft Protocols and Delegation Scheme:** To discuss and approve the following draft documents:
 - (a) Delegation Scheme
 - (b) Protocol: Between Councillors and Council Employees
 - (c) Protocol: Dealing with email correspondence
 - (d) Protocol: Minutes
7. **Information for newly elected Town Councillors:** To consider the document and advise as to whether further information should be included.