



Broadbridge Heath Parish Council

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To all Councillors - You are hereby summoned to the **EXTRAORDINARY MEETING OF THE PARISH COUNCIL** to be held at **The Parish Office, Sargent Way** on **MONDAY 1st SEPTEMBER 2025** commencing at **19.00pm**. The first 15 minutes are available for the public and the press who have a right to attend to express a view or ask a question on relevant matters on the following agenda (Standing Order 3d). Members of the public are welcome to stay and observe the rest of the meeting.

Signed: *Louise Shaw*

Louise Shaw (Locum Clerk) – 26th August 2025

Members of press and public welcome

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| 1 | APOLOGIES AND REASON FOR ABSENCE | 19:00 |
| | To receive and approve any apologies for absence. | |
| 2 | PUBLIC SPEAKING | 19:05 |
| 3 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES | 19:15 |
| | To receive any disclosure by Members of personal interests in Matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial, or pecuniary under the terms of the Revised Code of Conduct from members. | |
| 4 | CHAIR'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY | 19:20 |
| | To receive announcements from the Chair of the Council. | |
| 5 | TERMS OF REFERENCE | |
| | To approval the revised Terms of Reference for the Highways Working Party | 19.25 |
| 5 | MOVE TO CONFIDENTIAL | 19:30 |
| | To resolve that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remaining item(s) of business on the grounds that they involve the likely disclosure of confidential information as defined in Part 1 of Schedule 12A of the Local Government Act 1972." | |
| | Purpose: | |
| | To discuss sensitive matters, such as staffing, legal issues, or commercially sensitive information, as specified in the confidential session agenda. | |
| 6 | PERSONNEL COMMITTEE** | 19:30 |
| | 6.1 To receive an update from the Personnel Committee on staffing and associated matters and agree any appropriate actions. | |
| 7 | DATES OF NEXT MEETINGS | 20.30 |
| | 7.1 To note the calendar of meeting dates as approved at the December 2024 Parish Council meeting. | |

7.2 To note the upcoming meetings:

Full Council – Monday 8th September – 19.30pm

Recreation and Environment – Monday 22nd September – 19.45pm

Full Council – Monday 6th October – 19.30pm

Finance and Establishment Committee – 20 October 2025 – 7:45pm

Budget setting meeting-TBC (Potentially 10 November 2025)

Allotment sub committee meeting-TBC September

Full Council – Monday 3rd November 19.30pm

Full Council – Monday 1st December – 19.30pm

Personnel Committee – To be arranged.

** Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100, and because of the confidential nature of the business to be transacted, the public and press may be required to leave the meeting during the consideration of these items.