

Meeting: **PARISH LIAISON MEETING**

Time/Day/Date: 6.00pm on TUESDAY, 1 MARCH 2011

Location: Board Room, Council Offices, Coalville.

Officer to contact: Michelle Terry (01530 454787)

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

### **Item**

**1. APOLOGIES FOR ABSENCE**

**2. INTRODUCTIONS**

**3. MINUTES**

... To approve the minutes of the meeting held on 20 September 2010.

**4. MATTERS ARISING FROM THE MINUTES**

**5. PREPARATION FOR THE FORTHCOMING PARISH ELECTIONS INCLUDING THE NOMINATIONS PROCESS**

Nomination packs will be available for collection at this meeting.

**6. FILLING PARISH COUNCIL VACANCIES AND CO-OPTING COUNCILLORS**

For discussion.

**7. STANDARDS BOARD – PARISH REPRESENTATIVES**

Verbal report of the Democratic and Support Services Team Manager.

**8. ACCEPTANCE OF OFFICE/CODE OF CONDUCT/REGISTER OF INTEREST FORMS**

Verbal report of the Democratic and Support Services Team Manager.

**9. QUESTIONS AND ANSWERS ON MONITORING OFFICER ISSUES**

**10. DATE OF NEXT MEETING**

To agree a date for the next meeting.



Circulated to:-

- All Town/Parish Clerks
- Elizabeth Warhurst, Monitoring Officer
- Dave Gill, Deputy Monitoring Officer
- Melanie Phillips, Democratic Services Manager
- Louise Beeston, Senior Electoral Services Officer
- Sue Haslett, Head of Planning and Engagement

If you are not able to attend this meeting, please forward your apologies for absence to Michelle Terry on 01530 454787 or [michelle.terry@nwleicestershire.gov.uk](mailto:michelle.terry@nwleicestershire.gov.uk)