Stokenchurch Parish Council
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LOCAL GOVERNMENT ACT 1972

Notice of Extraordinary Meeting of Stokenchurch Parish Council

SUMMONS

TO COUNCILLORS: - C. Baker, S. Bhatiani, R. Burnham, L Mathers, A. Seddon, R. Thomas and M Watson

DATE AND TIME OF MEETING: 7.30pm, Wednesday 18th November 2026

To the above-named councillors, you are hereby summoned to attend the Extraordinary Meeting of Stokenchurch Parish Council to be held at Longburrow Hall, Stokenchurch, to consider and resolve upon the business undermentioned.

Public Forum: Open to public forum: The first ten minutes are available for the public to express their view or ask a question on relevant matters on the following agenda. The public are welcome to participate. The formal meeting will commence at the end of the public forum or at 8.00pm whichever is earlier.

BUSINESS TO BE TRANSACTED

1. Public Forum
2. Acceptance of apologies for absence.
3. Declarations of Interest.
4. Longburrow Hall Caretaking – Approval of Employment Documentation
   To formally approve the new Contracts of Employment, Joint Caretaker Job Description, and Service Occupancy Agreement for Richard Godwin and Janet Patey, and to authorize the Chair/Clerk to sign the documents on behalf of the Council.

Cemetery and Churchyard Grounds Maintenance Contract

5. To approve a temporary 2-month extension to the existing grounds maintenance contract with Mark D Sole Garden Maintenance to ensure continuity of service while a compliant procurement process is completed.

6. To agree the formal Grounds Maintenance **Specification** (including site boundaries, visit frequency, green waste disposal etc, for the 2026/2027 contract.

7. To instruct the Parish Clerk/RFO to obtain at least three like-for-like written quotations against the agreed specification in accordance with the Council's Financial Regulations, for consideration at the [January 2027] Full Council meeting.

Signed,

B Hemsley
Clerk Stokenchurch Parish Council.
13th November 2026