

**UGTHORPE AND HUTTON MULGRAVE PARISH COUNCIL**

Notice is hereby given that an Extra Ordinary Meeting of Ugthorpe & Hutton Mulgrave Parish Council will be held on **Wednesday 22 April 2026 at 7.00pm** at Meeting Room, Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL and all Members of the said Council are hereby severally summoned and required to attend to transact the following business

**AGENDA**

**1 TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE WHERE NECESSARY**

**2 TO IDENTIFY ANY ITEMS FOR DISCUSSION THAT MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC**

i) To resolve to exclude press and public Item 4 due to the nature of the business to be transacted being prejudicial to the public interest

**3 TO RECEIVE DECLARATIONS OF INTEREST**

i) Members to declare any personal, pecuniary or prejudicial interests they may have in the following items that are not already declared under the council's code of conduct or members' Registration of Interests  
ii) To consider and approve Dispensation requests for items on the agenda that if without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business

**PRESS AND PUBLIC TO LEAVE THE MEETING**

**4 APPOINTMENT OF NEW CLERK/RFO**

To consider the following and decide actions where necessary

- a) To interview potential candidates and decide on who to appoint
- b) If appointment of new Clerk/RFO agreed to discuss Heads of Terms for letter outlining appointment and subsequent Contract of Employment:
  - i) Start Date
  - ii) Hours
  - ii) Salary SCP Point
- c) To note that previous Clerk, V J Pitts, has agreed to undertake a handover to new Clerk
- d) To discuss and decide on next steps if Clerk not appointed

**PRESS AND PUBLIC TO REJOIN THE MEETING**

**5 DATE OF NEXT MEETING**

i) To decide and confirm the date of the next meetings are as per agreed meeting schedule decided at the Annual Meeting of the Council (7/5/25)

7.00pm Wednesday 6 May 2026 at Meadowcroft Ugthorpe Ltd, Ugthorpe, YO21 2BL for the Annual Meeting of the Council followed by the ordinary Ugthorpe & Hutton Mulgrave Parish Council Meeting

Signed: .....  
Cllr S Parkes, Chairman

Dated: 16 April 2026

*Cllr E Jowsey Parish Clerk – Ugthorpe & Hutton Mulgrave Parish Council Ugthorpe & Hutton Mulgrave Parish Council c/o Meadowcroft Cottage, Ugthorpe, Whitby, YO21 2BL Email: info@ugthorpeparishcouncil.org.uk*