

Lawford Parish Council



Council Offices: Ogilvie Hall, Wignall Street, Lawford, Essex CO11 2JG

Cancellation Policy – Full Council Meeting

This policy comes into force should cancellation, at short notice, of the Full Council meeting be necessary.

- 1) Decision to be taken between clerk and chairman/vice chairman and alternative date agreed.
- 2) Clerk to contact all councillors and the Ogilvie Hall caretaker to inform them the meeting is cancelled. (Email, text or telephone)
- 3) Request that the caretaker puts a notice on the Wignall Room and Ogilvie Hall door advising the meeting is cancelled.
- 4) Web site to carry an announcement.
- 5) Councillors nearest to other notice boards to put up notice if possible.

Adopted at meeting of **15/01/2018 minute ref: 107/1718 e) iv)**
For review May 2019