

**CLEE ST MARGARET PARISH COUNCIL**  
**EXTRA-ORDINARY PARISH COUNCIL MEETING**

Monday 25<sup>th</sup> October at 7.30pm in the Village Hall

**AGENDA**

1. Apologies for Absence
2. Declarations of Interest
3. To note the resignation of the Clerk (this is a staffing matter so no detail should be discussed in open council)
4. To determine arrangements for correspondence in the absence of a clerk
5. Proposal to appoint a locum clerk (with experience) while recruitment takes place, and to ask SALC for assistance in providing a locum Clerk
6. To agree draft Job Description and Advertisement for a Clerk, and to agree how and where to advertise the position
7. To appoint a Recruitment Panel (normally 3 councillors) with delegated powers to undertake the recruitment process (this will include to shortlist, interview applicants and provide the offer letter, following which the Council may wish to meet again to ratify the appointment)
8. To authorise any urgent payments relating to Sheep Scrape Repair
9. To authorise any urgent payments in respect of Heathamgate Car Park Surface Repair.
10. Review of Declarations of Interest.



Agenda Published and Signed by Mike Hardingham (Chair)

Tuesday 19/10/2021

**Members of the Parish and wider public are welcome to attend to observe proceedings.**

CLERK: Currently we have no clerk but communications should be sent to [clerk@clee.org.uk](mailto:clerk@clee.org.uk) and will be dealt with by the council in due course