

SAXTEAD PARISH COUNCIL

Councillors are summoned to attend an Extraordinary Parish Council Meeting of Saxtead Parish Council which will be held at The Old Mill House Pub, Saxtead at 7pm on Wednesday 27th November 2024

AGENDA

1. **To receive apologies** for absence.
2. **To note councillors** in attendance.
3. **Declarations of interests** & consider any applications for dispensations. (Is any councillor related to an applicant?)
4. **Minutes of meeting.** There are no minutes to be signed in connection with this extraordinary meeting.
5. **Matters for consideration.** The outcome of the Staff Interview Panel held on 14th November 2024 and the decision to appoint or not to appoint a Clerk and Responsible Finance Officer.
6. **PUBLIC FORUM.** (As there may be confidential matters arising later in the meeting the public will be excluded from Item 8 below)
7. **Members of the public** are invited to give their views and question the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the Chairman.
8. **IN CAMERA:** Consider the opinions of Saxtead Parish Council's Staff Interview Panel. (Councillors are in possession of the CVs.)

Candidate 1 (first Interviewed) Discuss results of interview matrix table and feedback from panel.

Candidate 2 Discuss results of interview matrix table and feedback from panel.

Hold vote for Candidate 1

(Note those In Favour, against, or abstentions)

Hold vote for Candidate 2

(Note those In Favour, against, or abstentions)

9. IT IS PROPOSED that the successful candidate is appointed subject to satisfactory references as soon as practically possible to provide an opportunity for an introduction to the Parish Council's operations and procedures. (Vote required)

10. Agree pay scale and terms and conditions. (Vote required)

11. Who will inform the candidates of the outcome of this meeting?
(**Note** Proposer and seconder—all in favour required)

The 16th January 2025 meeting will be first time for the new Parish Clerk and Responsible Financial Officer to be in post subject to satisfactory references.

12. Meeting closed (Time to be recorded.)

Jonathan Sullivan: Acting Clerk for Saxtead Parish Council.