

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 Thursday 3rd October 2024

AGENDA

1. **To receive apologies for absence.**
2. **Declarations of interests & consider any applications for dispensations**
3. **Minutes of meeting.** There are no previous minutes as this is an Extraordinary Parish Council Meeting tasked to decide the methodology for appointing a Clerk and Responsible Financial Officer following the resignation of the previous incumbent.

Also to be considered is the appointment of a third member to become an approved signatory to the bank account.

4. **Matters arising.** In this connection there are no matters arising

PUBLIC FORUM.

(As there may be confidential matters arising later in the meeting the public may be excluded from Item 7 below)

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.

5. **Consider who will be responsible for taking minutes** of this meeting as the Council is currently without a Clerk and Responsible Financial Officer.

6. **Appointment of a third signatory** to the Council's bank account to reduce the vulnerability of one signatory being absent and the Council not being able to meet its financial obligations

7. **Decide how the Parish Council will appoint a Clerk and Responsible Financial Officer.** It is essential that no applicants' names are mentioned at this

stage as these are confidential matters and the meeting remains open to the public.

8. The Council may resolve to go in camera for the subsequent items on the agenda and exclude the public. (Resolution required)

The options for appointment may be:-

- (a) The full Council to consider all the applications meet and interview the applicants and thereby make an appointment or advertise further.
- (b) Three or more members are invited to consider the applications meet and interview the applicants and report back to the full Council for a formal decision at a time and date to be agreed.
- (c) Consider any other means for making the appointment.

9. If (b) above is selected and say three councillors are appointed discuss how the applicants will be assessed so a report may be presented to full Council to enable it make an appointment or advertise further.

10. Confirm the date of the next meeting and decide if an additional meeting shall be convened for the appointment or otherwise. Or if the appointment of a Clerk and Responsible Financial Officer, should an appropriate applicant is identified, be formally concluded at the next Council meeting to be held on 7th November 2024. In this case the matter must be discussed in camera to exclude the public.

Evelyn Sullivan

Deputy Chair Saxtead Parish Council