



To: All Members of Loughton & Great Holm Parish Council

NOTICE OF EXTRA ORDINARY MEETING

You are hereby summonsed to attend an Extra Ordinary Meeting of **Loughton & Great Holm Parish Council** to be held on **Monday 9th October 2017** commencing at **7:30pm** at **The Loughton Memorial Hall, Bradwell Road, Loughton Milton Keynes**, for the purpose of transacting the following items of business.

Signed

Brian Barton
Parish Clerk

AGENDA

FC 87/17 Apologies:

To receive and accept apologies for absence.

FC 88/17 Declarations of interest:

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and that they are instructed to withdraw, for the next agenda item.

**FC 89/17 To approve the appointment of the Parish Clerk / RFO, on the recommendation of the interview panel:
(Verbal report)**

**FC 90/16 To authorise the execution of the draft model contract of employment:
(Draft contract attached)**

FC 91/17 To consider amending, and to approve, if applicable, the following actions and to agree to the expenditure, in the event that the interview panel and or the Full Council meeting does not agree to appoint:

- (a) The salary and the NJC pay scale **(Salary and the NJC pay scales are as attached).**
- (b) The Job Description and Person Specification. **(Report attached).**
- (c) The Parish Clerk / RFO Job Advert. **(Report attached).**
- (d) The sources and expenditure in which to advertise the Parish Clerk / RFO position. **(Report attached).**