



To: All Members of Loughton & Great Holm Parish Council

NOTICE OF MEETING

You are hereby summonsed to attend an Extra Ordinary Meeting of **Loughton & Great Holm Parish Council** to be held on **Monday 21st August 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 63/17 Apologies:

To receive and accept apologies for absence.

FC 64/17 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 65/17 To note the resignation of the Parish Clerk / RFO, and to:

- (a) To approve the salary and the NJC pay scale. The present Parish Clerk / RFO is on NJC pay scale 27. The salary figures as listed are for the full time equivalent. **(Salary and the NJC pay scales are as attached).**
- (b) To approve the Job Description and Person Specification. **(Report attached).**
- (c) To approve the Parish Clerk / RFO Job Advert. **(Report attached).**

(d) To approve the sources and expenditure in which to advertise the Parish Clerk / RFO position. **(Report attached).**

FC 66/17 To approve and appoint a panel of three (3) to shortlist and interview candidates for the position of Parish Clerk / RFO, and to make a recommendation for appointment to a meeting of the Full Council.

FC 67/17 To decide and approve the arrangements for covering the duties of the present Parish Clerk / RFO after his formal departure: (Report attached).