

**STRETTON PARISH COUNCIL  
NOTICE OF EXTRA ORDINARY MEETING**

To: Cllrs C Cassapi, P Finlay, R Foster, G Harker, J Stokes (Chair) and S Storrie.

You are hereby summoned to attend an Extra Ordinary Meeting of Stretton Parish Council to be held in the **Back Room, Jackson Stops Inn, Rookery Lane, Stretton, LE15 7RA** on **Tuesday 15<sup>th</sup> October 2024, at 7.00pm.**

Members of the public and press are cordially invited to attend.

Public Forum: Members of the public may ask questions or make short statements on items relating to the Agenda, below or request topics for future meetings. The period of time designated for public participation shall not exceed five minutes unless directed by the Chair.

**A G E N D A**

**2024-48      RECORD OF MEMBERS PRESENT**

**2024-49      APOLOGIES FOR ABSENCE**

**2024-50      DISCLOSURE OF PECUNIARY INTERESTS**

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any requests for dispensations in respect of disclosable pecuniary interests.

**2024-51      EXCLUSION OF PRESS AND PUBLIC**

Council is recommended to determine whether the public and press be excluded from the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972, as amended, as the following item(s) of business is/are likely to involve the disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A of the Act.

Paragraph 1: Information relating to any individual.

**2024-52      RESIGNATION OF PARISH COUNCIL CLERK AND RESPONSIBLE FINANCIAL OFFICER**

To discuss and accept the resignation of the current Parish Council Clerk and Responsible Financial Officer.

**2024-53      RECRUITMENT OF PARISH COUNCIL CLERK AND RESPONSIBLE FINANCIAL OFFICER**

To discuss and agree:-

- i) The appointment of a Parish Council Clerk and Responsible Financial Officer, hours, salary and terms and conditions.
- ii) Dates for advertising the vacancy, receipt of application forms, shortlisting, interviews and selection of successful candidate and approval by Council preferably the date after selection (Extra Ordinary Meeting).
- iii) Draft job advertisement (attached).
- iv) Draft application form, job description and person specification (to be circulated).

- v) The appointment of a Recruitment Panel - to shortlist and interview candidates using set questions and scoring sheets and to recommend the preferred candidate to an Extra Ordinary Meeting of the Council for approval.

**2024-54      MEETING CLOSE AND DATE OF NEXT MEETING**

To close the Meeting and to confirm the next Ordinary Meeting of the Council will be held on Thursday 28<sup>th</sup> November 2024 at 7.00pm.

**John Stokes**

**Chair of Stretton Parish Council**

**7th October 2024**