

# Pontesbury Parish Council

**NOTICE IS HEREBY GIVEN THAT AN EXTRAORDINARY MEETING OF PONTESBURY PARISH COUNCIL WILL TAKE PLACE ON WEDNESDAY 20 JULY 2022 AT THE PAVILION, HALL BANK, PONTESBURY, SY5 0RF AT 7.30PM.**

## AGENDA

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTEREST AND DISPENSATIONS**

2.1 To receive declarations of interest from Councillors on items on the agenda

*(Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a Disclosable Pecuniary Interest, whether or not the Interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.)*

2.2 To grant any requests for dispensation as appropriate

**3 PUBLIC QUESTIONS AND COMMENTS – (Fifteen minutes will be allowed)**

**4 MINUTES OF COUNCIL - To approve and sign as an accurate record the Minutes of the Full Council Meeting held on 11<sup>th</sup> July 2022**

**5 PUBLIC TOILETS – to approve payment of £799.25 + VAT for quarterly invoice for 11<sup>th</sup> July to 10<sup>th</sup> October 2022 for cleaning the public toilets**

**6 PAVILION CLEANING COVER - to approve payment of £144.00 + VAT for quarterly invoice from July to October 2022 for cleaning cover for Pavilion for Building Assistant annual leave**

**7 EXCLUSION OF THE PUBLIC**

To consider exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).

**8 RECOMMENDATIONS FROM PERSONNEL COMMITTEE – to approve recommendations from the Personnel Committee meeting held on 20<sup>th</sup> July 2022 regarding;**

- i. Appointment of Finance/Admin Officer who will work alongside Clerk to progress towards taking on RFO role by April 2023, subject to satisfactory references
- ii. Salary scale and salary scale point to be appointed at
- iii. Contract/terms & conditions for Finance/Admin Officer
- iv. delegated authority to Clerk/Chair to agree exact duties/Job Description and induction programme with Finance/Admin Officer
- v. Training for Finance/Admin Officer

**8. DATE AND TIME OF NEXT MEETING – 12<sup>th</sup> September 2022 at The Pavilion at 7.30pm**



Clerk to the council 15/07/2022