

Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent DA13 0QA - Tel: 01474 813779
Clerk: Mrs S Egglesden Email: clerk@meopham.org Website: www.meopham.org



To all Members of Meopham Parish Council

You are hereby summoned to attend a virtual **EXTRAORDINARY FULL COUNCIL MEETING** of **MEOPHAM PARISH COUNCIL** on **Thursday 6th May 2021 at 7:30pm**. Papers have been circulated for items shown by (*)

Yours faithfully

Cllr Sheila Buchanan, Chairman
(Issued pursuant to Standing Order 6a)
Date of Issue: 30th April 2021

Members of the Public and Press are welcome to join the Zoom Meeting.

To join the meeting please use the following link: -

<https://us02web.zoom.us/j/87045229634?pwd=eVRkTHM1RWf6Mhp0NFAwc3V0eW0xQT09>

A G E N D A

1. To receive Apologies for Absence
2. To receive any declarations of members' interest

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

3. To consider the actions to be taken following the resignation of the Clerk and to delegate to the Clerk to take the necessary action to recruit a replacement Clerk
4. To consider and approve the following recommendations from the Personnel Committee:- (*)
 - 4.1 Advertising for a Clerk and Responsible Financial Officer for 30 hours per week
 - 4.2 Advertising for a Financial Assistant for 30 hours per month to assist with the financial aspects of the role, with overall responsibility remaining with the Clerk as the RFO
 - 4.3 To approve the advertisement and job description for 4.1 and 4.2 (*) (to follow)

DISTRIBUTION

Council Members: Cllrs. A. Bourke, D Bramer, M Bramer, S Buchanan, (Chairman), C Dalby, S Gofton, G Green, P. Luxford, J McTavish, J Ogden (Vice Chairman), A Rose and B Wade