

# *Pitcombe Parish Council*

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**Members are summoned to the Pitcombe Parish Council Remote Meeting to be held at 7.30pm on Tuesday 7<sup>th</sup> July 2020 via Zoom.**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability) Crime & Disorder, Health & Safety and Human Rights.

Members of the public are invited to attend. The Chairman will allow a period of 10 minutes for questions from the public before the meeting begins.

**1. To receive Apologies for Absence.**

**2. To receive Declarations of any Interest.**

**3. Recruitment of a new Clerk**

- i To note that the Clerk has handed in her notice and will cease working for the Parish Council on the 31<sup>st</sup> July 2020, however owing to remaining annual leave her last working day will be the 16<sup>th</sup> July.
- ii To agree that the Clerk will produce recruitment documents and to discuss where the post should be advertised.
- iii To agree which members will sit on the recruitment panel, dealing with the short listing and interviewing of candidates for the Clerk's post.
- iv To agree which councillor's address should be used on recruitment documents.
- v To agree a closing date for applications and dates for interview.
- vi To agree to pay the Clerk's July salary in advance at the July meeting.
- vii To discuss which councillor will hold the council property including laptop, printer and files until a new Clerk is appointed.

**4. Date of the next Parish Council meeting: 14<sup>th</sup> July 2020 at 7.30pm**

*Holly Callow*

Holly Callow  
Parish Clerk  
01 July 2020