

# *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 2<sup>nd</sup> February 2021 2020 via Zoom.**

**TO JOIN THE ZOOM MEETING, USE THE FOLLOWING LINK AND INFORMATION:**

<https://zoom.us/j/92810983132?pwd=YWRWVVFJbmVIT1pwSVI5ZGJZREFTdz09>

Meeting ID: 928 1098 3132

Passcode: 085055

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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. Exclusion of Press and Public**

To consider exemption of press and public for the remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information relating to the engagement of a Parish Clerk.

**4. Recruitment of a new Clerk**

- i To note that the Clerk has handed in her notice and ceased working for the Parish Council on the 31<sup>st</sup> January 2021.
- ii To consider engaging the previous Clerk to act as the Locum Clerk until a substantive Clerk is employed.
- iii If the Council decides not to engage the previous Clerk as the Locum Clerk, to agree which councillor will hold the council property including laptop, printer and files until a new Clerk is appointed.
- iv To consider offering the Clerk post to the previous candidates from the September 2020 interviews or to go through a new recruitment process.
- v If the previous candidates do not wish to take up the post or if the Council decides to go through a new recruitment process, to agree to advertise the post with the same terms, job description and person specification used in the September 2020 recruitment.
- vi To agree councillors to carry out short listing and sit on the interview panel
- vii To agree which councillor's address should be used on recruitment documents.
- viii To agree a closing date for applications and dates for interview.

**5. Date of the next Parish Council meeting: 9<sup>th</sup> February 2021 at 7.30pm**

*Zöe Godden*

Zöe Godden  
Parish Clerk  
28 January 2021