

16th June 2017

**NOTICE IS HEREBY GIVEN THAT**

**An Extraordinary General Meeting of Claygate Parish Council will be held in the Small Village Hall, Claygate Village Hall on Thursday 22nd June 2017 at 7.30pm.**

Shirley Round,  
Interim Administrator and Proper Officer.

**The meeting is open to the public. A quarter of an hour has been reserved for members of the public to address the council, for three minutes each, on any subject relevant to the agenda. In order to address the meeting, prior arrangements must be made with the Interim Administrator and Proper Officer, who will allocate a slot in order of application. Please note that the Interim Administrator and Proper Officer and at least one councillor will be available 15 minutes prior to all meetings for visits from residents to answer any general questions.**

### AGENDA

1. To accept apologies for absence.
2. To receive declarations of interest in items on the agenda.
3. To receive, review and agree the Statement of Accounts for the year ending 31/3/2017 and agree action.

#### **Resolution 1**

It is **RESOLVED** that the Claygate Parish Council approves the Accounts for the financial year ending 31/3/2017 and approves the Statement of Accounts for the financial year ending 31<sup>st</sup> March 2017 and that the Chairman and Interim Administrator and Proper Officer are authorised to sign the latter.

Proposed: Cllr Mark Sugden.

4. Motion to exclude the Press and Public to discuss Staffing Matters in confidence
5. Staffing Matters in confidence: To review and agree the employment contract for the new Parish Clerk and Responsible Financial Officer.

#### **Resolution 2**

It is **RESOLVED** that the Claygate Parish Council approves the Employment Contract for the new Parish Clerk and RFO, that the Chairman be authorised to sign that Employment Contract and that the appointment takes effect from 3<sup>rd</sup> July 2017.

Proposed: Cllr John Bamford

6. Matters for information purposes only.

**To confirm that the next meeting of the Claygate Parish Council will be held on 13th July 2017, at 7.30 pm, in the Small Village Hall**

