

Clerk to Porlock Parish Council
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Parish Council

Notice of the Extraordinary Meeting of Porlock Parish Council

To all Councillors

You are hereby summoned to attend the Extraordinary Meeting of Porlock Parish Council at 7pm on Wednesday 30th April 2025 to be held at The Village Hall, Porlock.

Dated: Thursday 17th April 2025

A Health and Safety announcement will be made at the start of the meeting.

This meeting will be recorded in accordance with NALC's Guidance on Recording of Parish Meetings.

Agenda

- 1) To receive apologies for absence (LGA 1972 s85 (1))
- 2) To consider any declarations of interest and disclosable pecuniary interest dispensations
Members to declare any interests they may have in agenda items and consideration of any prior requests from member for Dispensations (NB this does not preclude any later declarations) (LGA 1972 s12 para 41(1))
- 3) To consider items to be dealt with after the public, including press, have been excluded (S. 1(2) of the Public Bodies (Admission to Meetings) Act 1960)
- 4) Public participation
This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate. (LGA 1972 s 12 paras 10(2) (b))
- 5) To discuss resourcing matters following the resignation of the Parish Council's Administration Officer and to consider:
 - a) carrying forward up to xx hours of the remaining notice period to be used beyond the contractual end date of 17th May 2025 as onboarding/handover support for up to two months
 - b) recruitment of an Administration Officer for 12hrs per week hours to cover the upcoming vacancy
 - c) making an offer to the other successful candidate (from interviews held on 24th March) on the same previously agreed contractual terms
 - d) if the offer is not accepted by the other candidate then to advertise the new vacancy and restart the recruitment process
- 6) Date of the next meeting being the Annual Parish Council Meeting – 14th May 2025, at 7pm at Porlock Village Hall, Porlock

Cllr. Duncan McCanlis
Chair to Porlock Parish Council