



Friday 13 May 2022

To all members of the Parish Council  
Notice Pursuant to Paragraph 10 (2) (b) Schedule 12 Local Government Act 1972

Dear Councillor

In accordance with the above provisions notice you are hereby summoned to attend an Extra-ordinary meeting of the Parish Council to be held on **Wednesday 18 May 2022 at 8.00pm** at the Parish Rooms, Burnside Grove, Tollerton.  
The Agenda for the meeting is set out as follows.

Chairman Cllr Matt Garrard

## Agenda

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Chairman's Announcements.**
4. **Minutes of the Council for approval:** none
5. **Appointment of proper officer and rfo to the meeting:** to agree the appointment of Mike Elliott
  
6. **Issues, consultation and matters notified to the Parish Council.**
  - a. Open Session for Members of the Public to Raise Matters of Council Business (*Limited to 15 Minutes*).
7. **Employment matters and pay review:** to consider the item deferred from council meeting on 4 May and agree
  - a. Payments to employees
  - b. Changes to the budget for 2022/23 arising from payments to employees
  - c. Review of job roles and external review of pay based on LC2 authority
8. **Personnel Committee Terms of Reference:** to agree
  - a. Changes to the standing orders
  - b. Membership of the personnel committee
9. **Parish Council Forward Plan, Action Log and the Month Ahead**
  - a. Action log – to review and agree actions for the month ahead
  - b. Forward Plan - to review and agree reports and decisions for forthcoming meetings
  - c. Date of Next Meeting: Parish Council Meeting - Wednesday 1 June 2022 at 7.30pm.

Extra-ordinary meeting called in accordance with the Standing Orders by

Cllr Matt Garrard  
Chairman of the Parish Council

### Notes:

Unless otherwise stated all council meetings are open for the public to attend. In the interests of transparency, the council asks that any person who wishes to record the meetings proceedings inform the Chairman prior to the meeting and that the recording equipment is in view.