

## POINTON & SEMPRINGHAM PARISH COUNCIL

**Parish Clerk:** Wendy Moore

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**Clerks Notes of the Extraordinary Parish Council meeting held on 8<sup>th</sup> February 2018.**

**Pointon Sports and Social Club**

**In attendance:** Cllr Greenwood, Cllr A Ramm, Cllr C Ramm, Cllr Sharples, Cllr Freeman, Cllr Scarfe, Cllr Lambert

**Also present:** Wendy Moore; Parish Clerk, 5 members of the public

The Parish Council would like to offer sincere condolences to the family and friends of Graham Chapman who has recently passed.

### **1. Parish Clerk resignation**

The Chairman of the Parish Council has received the written resignation of the Parish Clerk. There is a requirement to serve six weeks' notice period. The Parish Clerk also has eight days annual leave owing. The last working date of the Parish Clerk will therefore be 6<sup>th</sup> March 2018.

It was agreed by all that the position should be advertised in the following means:

- Via LALC website
- Parish Council noticeboard
- Village Hall noticeboard
- Local press

It was agreed that the closing date would be 3<sup>rd</sup> March 2018

It was agreed that Cllr A Ramm would review the existing Clerk job Description and Application Form and circulate.

It was agreed that Cllr A Ramm send out a draft advert for the press, to Councillors for approval.

The Chairman, Cllr Greenwood asked that the Clerk monitor applications and send forms out once these have been agreed. The Parish Clerk agreed.

Meeting closed 1956hrs.