

PURSE CAUNDLE PARISH COUNCIL

Locum Parish Clerk: Zöe Godden; 26, Warren Way, Sherborne. DT9 4FS

Email: clerk@pursecaundlepc.org.uk

Telephone: 07940 014465

You are SUMMONED to attend a meeting of the PARISH COUNCIL on Tuesday 12th March 2024 at 19:15 to be held at St Peter's Church, Purse Caundle.

The press and public are also invited to attend. Councillors are reminded that, as office holders, they are expected to comply with the Nolan Principles and the Council's Code of Conduct as well as showing respect for others in accordance with the law.

Before the start of the meeting, in accordance with Standing Order 3 (e) there will be an opportunity for members of the public to comment on agenda items (at the discretion of the Chair of that meeting). In accordance with Standing Order 3 (f) the question/comment time is limited to 3 minutes each, and the session should not exceed 15 minutes (unless directed by the Chair of that meeting). Contributions from members of the public do not form part of the official meeting and will not normally be included in the official minutes unless they are deemed helpful in explaining subsequent Council decisions.

AGENDA

1. To accept apologies for absence. (LGA 1972 s85(1))

2. To receive any declarations of interest in items on the agenda.

Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (This does not preclude any later declaration).

3. To approve the minutes of the meeting held on Tuesday 31st January 2024.

4. Elections:

- a. To note the 2024 election takes place on 2nd May 2024
- b. To note that nomination papers for current councillors have been obtained by the Locum Parish Clerk and distributed at this meeting.
- c. To note that nomination papers must be completed and then delivered by hand to Dorset Council between 12th March and 5th April and that an appointment must be made.
- d. To agree the date for the Annual Parish Meeting, when new councillors complete a declaration of acceptance of office and register of interests e-form, suggested to be Tuesday 14th May 2024.
- e. To note that the Locum Parish Clerk will attend a free training session delivered by the Dorset Association of Parish and Town Councils on post-election actions.

5. To consider the following payments for approval and to sign cheques accordingly:

Supplier	Details	Amount
Hoblake Services	Locum Clerk services	£75.00

6. To consider three quotes for a replacement notice board.

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7. Recruitment

- a. To agree to advertise the vacant post of Parish Clerk and Responsible Financial Officer.
 - b. To agree the advert, job description and person specification for the post, including the hours to be worked and salary.
 - c. To agree the recruitment timeline.
 - d. To agree which Councillors will assist with shortlisting and interviewing candidates.
8. To note any business for inclusion on the agenda for the next meeting.
9. To agree the date for the next meeting.

Zöe Godden

Locum Parish Clerk

7th March 2024