

# MELMERBY PARISH COUNCIL

Interim Parish Clerk: Claire Rankin  
Email: melmerbypc@gmail.com

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You are hereby summoned to attend an Extraordinary Parish Council Meeting of Melmerby Parish Council which will be held at Melmerby Village Hall, on Friday 26<sup>th</sup> May 2023 at 7.30pm.

Claire Rankin

Interim Parish Clerk

22<sup>nd</sup> May 2023

1. **Apologies for Absence** -To receive and accept apologies and note the reasons for absence.
2. **Declarations of Interest** – To receive all declarations of interest from members of the Council in respect of items on this agenda.
3. **Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)** – To decide whether there are any agenda items which require consideration for the exclusion of the press and public.
4. **Public Participation** - The Chair will adjourn the meeting to allow members of the public an opportunity to speak.
5. **External Auditor** – To approve the external auditor to audit the annual accounts 2022/23.
6. **Recruitment Working Party** - To approve the findings of the recruitment working party.
7. **Recruitment Committee** - To approve the formation of a parish clerk recruitment and selection committee.
8. **Recruitment timescale** - To approve the proposed timescale for the parish clerk recruitment process.
9. **Newsletter** - To approve the content for the forthcoming newsletter.
10. **Date and time of next Parish Council Meeting** – To agree the date for the next Ordinary Parish Council meeting.