



Littlemore Parish Council

The Oxford Academy, Sandy Lane West

Littlemore, Oxford, OX4 4PW

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Members of Parish Council: Councillors Sue Stewart (Chairman), Susie Aldridge, Tiago Corais, Michael Evans, David Henwood, Kevin McGlynn, Michele Paule, Janice Pullen, Anna Railton, Maggie Willis,

Dear Councillor

You are hereby summoned to attend the **Extraordinary Full Parish Council Meeting of Littlemore Parish Council** to be held at **The Oxford Academy (Sixth Form Room, 2nd Floor), Sandy Lane West, Littlemore, Oxford, OX4 6JZ** on **Monday 16th August 2021** commencing at **7.00pm** for purpose of transacting the following business. Members of public and press are invited to attend.

R Wilkins

Richard Wilkins

Parish Clerk and RFO

Date: 10th August 2021

COVID 19 AWARENESS

- If you have had any of the main three symptoms of Coronavirus in the previous 14 days please **DO NOT** attend this meeting – High Temperature, a new, continuous cough and a loss or change to your sense of smell or taste.
- Wear a mask on entrance – until you are seated.
- Sanitise your hands before entering meeting room
- Maintain distance at all times.
- Use the QR code at OX4 main entrance, Clerk will also record attendance for track and trace purposes.
- Due to limited space the meeting will only be able to accept 4 members of the public/press., once this number has been reached no further persons will be admitted.

AGENDA

In Accordance with Standing Order 3 e-k members of the public may make representations, ask questions, and give evidence in respect of any item of business included in the agenda only.

Time allocated shall not exceed 10 minutes. No member of the public shall speak for more than 2 minutes.

The Public are welcome to stay and observe the rest of meeting but will be unable to express views or ask questions.

FC.142/21 Chairman's Welcome

FC.143/21 Apologies for Absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting.

Only absences received by Clerk will be recorded, reason for member's absence MUST be accepted by Council.

FC.144/21 Declarations of Interest

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i. Under the Localism Act 2011 (sections 26-37 and schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interest which are not currently entered in the Member's Register of Interest or if he/she has not notified the Monitoring Officer of it.
- ii. Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has been requested (in writing to Clerk) and granted by the Clerk on behalf of Council.

To move: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

FC.145/21 Clerks Resignation

Parish Council to note Clerks resignation, leaving date of Wednesday 25th August 2021

FC.146/21 Update from Chairman of Personnel Committee

Council to receive update from Chairman of Personnel Committee on agreed actions of Extraordinary Personnel Meeting held on Monday 9th August 2021 in respect of recruiting new Parish Clerk.

FC.147/21 Update on Clerks Duties

Council to receive update report from Chairman of Council on Clerks duties to be fulfilled and Council to formally agree on Councillors temporarily filling those duties.

FC.148/21 Agenda items for Next meeting

Items to be included under closed session for 14th September 2021.

- Report on job evaluations and recommendation of Personnel Committee
- Agree on Job Descriptions for roles to be filled
- Agree on timetable for vacancy adverts, interview dates and Councillors to conduct interviews.
- Agree contracts to be offered to successful candidates.

FC.149/21 Date of Next Meeting

Tuesday 14th September 2021 – The Oxford Academy