



**PARISH OF GROBY  
NOTICE OF PARISH COUNCIL MEETING**

I hereby give notice that an **Extraordinary Meeting** of the **Parish Council** of the above-named Parish will be held at the **Parish Council Office, Leicester Road, Groby**

**on**

**Wednesday 19<sup>th</sup> March 2025 at 7.00pm**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out hereunder.

Parishioners and Press are most welcome to attend

A handwritten signature in black ink, appearing to read 'Carol Lincoln'.

Cllr Carol Lincoln  
Chairman of the Council

14<sup>th</sup> March 2025

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**AGENDA**

- 1. Chairman's Welcome**
- 2. To receive apologies for absence & to record absences**
- 3. To receive any disclosure of interests from members to any matter pertaining to the agenda and to receive requests for dispensations**
- 4. To resolve to move into Closed Session to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to consideration of staffing matters**
- 5. Staffing Matters**
  - i. To receive the Deputy Clerk's resignation
  - ii. To confirm the recruitment process for the Deputy Clerk - agree pay scale; job description; person specification; recruitment timetable and to appoint members to a Recruitment panel
  - iii. To consider costs associated with advertising the job vacancy
  - iv. To discuss appointing temporary administrative support / interim Deputy Clerk and consider associated costs
- 6. To confirm the date and time of the next meeting**