

AGENDA

HERSTMONCEUX PARISH COUNCIL

**To all Members of Herstmonceux Parish Council you are hereby summoned to an
EXTRAORDINARY meeting of Herstmonceux Parish Full Council
To be held on - Tuesday 3rd April, 2018, 7.15 p.m.
Village Information Centre**

Meeting called by: C J Harrison - Clerk to the Council

Signed: *CJ Harrison*

Date: 29th March 2018

Councillors: Jenny Alder; Jo Angear; Emma Goodsell; Mick Goodsell; Heather Kenward; Graham Lee; Bryan Naish; Stephen Nash; Ian Stewart - **Ch**; Catherine Stirling-Reed.

Agenda Items

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF MEMBERS' INTERESTS**
3. **MEMBERS DISPENSATION REQUESTS**
4. **RESPONSIBLE FINANCE OFFICER RECRUITMENT**
To receive the RECOMMENDATIONS of the HPC Recruitment Panel and AGREE the following (**exclusion to press and members of the public**):
 - i To RATIFY the appointment of the new RFO;
 - ii To RATIFY the terms and conditions of the offered salary, working hours and flexible working conditions;
 - iii To RATIFY the purchase of a new laptop for the RFO, up to the cost of £500, including encryption of said computer;
 - iv To RATIFY the purchase of Microsoft Office 365 Business Premium and suitable virus protection for the new laptop;
 - v To RATIFY the purchase of a new Software Accountancy Package, SCRIBE

Next Full Council Meeting:

Monday 16th April 2018; Herstmonceux Village Hall, 7.30pm