

SWINFORD PARISH COUNCIL

All Councillors are summoned to an

Extraordinary

PARISH COUNCIL MEETING

on Tuesday March 1st 2016 7.30pm

at Swinford Village Hall

AGENDA

- 1 Apologies**
- 2 Declaration of interest by Councillors**
- 3 To appoint one of the Cllrs as an unpaid proper officer for the purposes of sending out the summons in the short term.**
- 4 To identify from the 'Recruitment Manual' steps appropriate to Swinford Parish council. Appendix A**
- 5 To define the 'person specification' for the role of Clerk to Swinford Parish Council, using the specimens from LRALC Appendix B**
- 6 To define the 'job specification' for the role of Clerk to Swinford Parish Council, using the specimens from LRALC Appendix C**

24 February 2016

Keith Kilbane

Chairman

Swinford Parish Council

