



Great Ellingham Parish Council

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Dear Councillor, you are hereby summoned to attend an extraordinary meeting of Great Ellingham Parish Council to be held on **Thursday 15th February 2024** commencing at 7.30pm at the recreation centre for the purpose of transacting the following business.

Taila Taylor - Clerk to the Council, 08/02/2024

AGENDA

1. To consider and approve apologies for absence
2. To receive any declarations of interest in any item on the agenda
3. To consider and approve the budget and precept request for 2024/25
4. To consider a proposal to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the nature of the item to be discussed – personnel matters
5. To confirm the resignation of Melanie Eversfield as Parish Clerk and Responsible Financial Officer
6. To approve the recruitment process undertaken
7. To ratify the appointment of Taila Taylor as Parish Clerk and Responsible Financial Officer
8. To consider and agree the Parish Clerk's salary
9. To consider and agree the Parish Clerk's terms of employment and draft contract