



**Extraordinary Meeting of Kents Hill & Monkston Parish Council**  
**Tuesday 29<sup>th</sup> June 2021, 7.30pm**  
 at Kingston Library, Winchester Circle, Milton Keynes, MK10 0BA

**AGENDA**

FC 29/21	<b>Apologies:</b> To accept apologies and approve reasons for absence of members unable to attend the meeting
FC 30/21	<b>Declarations of Interests:</b> Members to declare any disclosable pecuniary interests or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered.
FC 31/21	<b>Decision Required: Minutes of previous meeting.</b> To receive and accept as a true and correct record the draft minutes of the following meetings: a) Annual Meeting of the Parish Council, Wednesday 5 <sup>th</sup> May 2021 b) Ordinary Meeting of the Parish Council, Wednesday 5 <sup>th</sup> May 2021
FC 32/21	<b>Decision Required: Annual Governance and Accountability Review (AGAR) 2020-21</b> a) To agree Section 1 – Governance Statement 2020-21. Chair of the meeting to sign. b) To agree Section 2 – Accounting Statement 2020-21. Chair of the meeting to sign.
FC 33/21	<b>Decision required: HR – Recruitment</b> a) To agree to employ a Part Time Parish Warden b) To agree for the HR Committee to investigate whether to keep to Local Government contract terms in the future c) To agree to delegate authority to the HR Committee in consultation with the Clerk to proceed with the recruitment of a new Clerk/RFO and a Parish warden, up to and including: <ul style="list-style-type: none"> <li>• preparing and publishing job adverts</li> <li>• preparing and publishing job descriptions for both roles</li> <li>• deciding on suitable hours and salary scale</li> <li>• deciding and implementing timelines for advertising, recruitment, candidate start dates, etc.</li> <li>• appointing an interview panel</li> <li>• arranging and conducting interviews</li> <li>• appointing a Parish Warden</li> <li>• In the case of the new Clerk, recommending the preferred candidate to Full Council for formal approval and appointment.</li> <li>• Appointing a Locum Clerk in the event a suitable Clerk is not employed in time for scheduled meeting.</li> </ul> <p>The HR Committee will be expected to update Council regularly at each stage of the process.</p> <p>Note: Delegated authority is total but limited only to the recruitment process. ToR will not be revised until the AGM, and then only if required.</p>
FC 34/21	<b>Encroachment Issue</b> To receive an update from the Chair regarding the issue of land encroachment

**Date of next meeting: Monday 12<sup>th</sup> July 7.30pm, at Kingston Library.**