

Great Melton Parish Council

Extra Ordinary Meeting of the Parish Council - Agenda

Date: Tuesday 14 October 2025

Time and place: 17.30 at the Village Hall, Hall Road, Great Melton NR9 3BJ

I hereby give notice of a meeting of Great Melton Parish Council and summon members to attend.

B Fleming

8 October 2025

- 1 To receive apologies for absence.
- 2 To receive declarations of interest in items on the agenda and consider any requests for dispensations.
- 3 To resolve to defer approval of the minutes of the meeting held on 22nd September 2025
- 4 To note the resignation of Anita Rose as Parish Clerk and RFO.
- 5 To resolve to appoint Dawn Clarke as Parish Clerk and RFO and sign the contract of employment.
- 6 To resolve to authorise Dawn Clarke to take the Administrator Role on the bank accounts, to act as VAS (View, Authorise, Admin, Sign and Set) and to remove Anita Rose from the account.
- 7 To approve the scheme of delegation and recurrent and contractual payments as presented.
- 8 To authorise the purchase of items presented to support the Clerk's office.
- 9 To authorise the clerk to act in relation to Assertion 10 compliance (including but not limited to website and email) with a maximum spend of £700
- 10 To confirm the date of the next meeting

Members of the public and press are welcome to attend.