

RIBCHESTER PARISH COUNCIL

NOTICE OF AN EXTRAORDINARY MEETING OF FULL COUNCIL

Members of the Finance Committee are hereby summoned to attend an extraordinary meeting of the Committee to be held on:

Wednesday 2nd September 2026 at 18.30

at St Peter & St Paul Parish Centre

Stydd Lane

Ribchester

Preston

Lancashire

PR3 3YQ.

The meeting has been convened by the Chair of the Parish Council following notification that the Parish Clerk's employment will end on 30th September 2026.

Members of the press and public are welcome to attend. However, they may be excluded from any part of the meeting during which confidential staffing information is considered.

Deborah S Groves

Deborah S Groves

MA LLB Chartered MCIPD

Parish Clerk

AGENDA

1. Apologies for absence

To receive and approve apologies for absence.

2. Declarations of interest

To receive declarations of pecuniary or other interests relating to items on this agenda.

3. Public participation

To receive representations from members of the public concerning matters included on this agenda, in accordance with the Council's standing orders.

4. Parish Clerk job description

To review the job description for the Parish Clerk and Responsible Financial Officer post and agree any recommendation to Full Council.

6. Remuneration for the Parish Clerk post

To consider and agree the appropriate salary scale and other remuneration for the Parish Clerk and Responsible Financial Officer post and agree any recommendation to Full Council.

7. Contracted working hours

To consider and agree the contracted working hours required for the Parish Clerk and Responsible Financial Officer post.

8. Recruitment and interim arrangements

To consider and agree the recruitment process and any interim administrative, Proper Officer and Responsible Financial Officer arrangements required after 30 September 2026,

9. Annual Governance and Accountability Return 2025/26

To receive an update on the submission and status of the Annual Governance and Accountability Return for the year ended 31 March 2026, and to agree any action falling within the Committee's delegated authority.