Kingsclere Parish Council

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2nd December
SUMMONS issued under LGA 1972, Sch 12 para 10(2)
Councillors a Meeting of Kingsclere Parish Council will be held on **Monday 8th December at 7:30pm at The Holding Room, The Village Club,** at which your attendance is required.

The scheduled General Purposes meeting will commence immediately after this meeting.

- Clerk to the Council

Agenda of the Extra Ordinary Meeting of Kingsclere Parish Council

1. **Apologies**
2. **Declarations of interest**
3. **Questions from the Public – to receive questions, planning representations, or comments.** *The meeting will be suspended for a maximum of 15 minutes and each member of the public will be allowed no more than 3 minutes to speak. No decisions can be made by the Council during this time. After this period the meeting will be resumed, and members of the public may only speak when invited to do so. Members of the public are welcome to stay for the remainder of the meeting.*
4. **RFO Locum –** Locum found can start 6th January up to 10 hours per week, £30phr Miri Williams until recruitment takes place.
5. **To Elect an Interim RFO** – Cllr S Gaines is happy to take this role until new Locum starts in January
6. **Outsourcing Payroll –** to discuss this option, if in agreement the cheapest quote received so far £8.50 plus VAT per pay slip £42 one off set up fee. Requirements and procedure for set up. Starters Leavers/ Pensions Annual Return / HMRC and Pensions Submission
7. **RFO Role –** to discuss the role moving forward, the type of contract / terms which best suits the Council going forward. Job Description alterations if required.
8. **The RFO Contract** - hours and salary package including pension discussion,
9. **The Advert –** where to advertise, budget, closing date, applicants' discussion, interviews dates and interviewers.
10. **IT Support and Microsoft 365 Set up and Cllr Emails** Migration. (Money available from reserves) Can be done separately to each other
    - **11.1** IT support £30 Per year (Max) (£30 per device per year highest quote)
    - **11.2** Migration works £2000 max quote being finalised at time of agenda be published.

    Potentially quotes may become cheaper before the meeting after review meetings

Distribution: Cllrs: D Conquest; M Hamilton; S Gaines; H Jonas; C Mussett; N Peach and R Peach;
Borough Cllrs: D Conquest: M Bound and K Morrow. County **Cllr**: T Thacker.
Copies to: Police Liaison; Newbury News; Noticeboard; Website: www.kingsclere-pc.gov.uk

11. **Laptop for RFO –** To approve expenditure of £600 for a set up HP laptop, RFO Laptop is not working correctly. Approval in case required
12. **Application for Grant –** Speed Indicator Devices update DC
13. **Matters for Future Consideration** – to note any items raised in Questions from the Public to include on future agendas
14. **To Consider the Date of Next Meeting** – the next Ordinary Meeting is currently scheduled for 26th January 2026 at 7:30pm in the village club

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