

# CAPEL PARISH COUNCIL

[www.capelpc.kentparishes.gov.uk](http://www.capelpc.kentparishes.gov.uk)

Falmouth Place  
Five Oak Green  
Kent. TN12 6RD  
Tel: 01892 837524

**TO: Cllr Young, Cllr Patterson & Councillor Saunders**

**Members are hereby summoned and notice is given that a Meeting of the Staff, Office & Administration Committee of the Parish Council will be held at 21.00 on 24<sup>th</sup> June 2019 Capel Village Hall, Falmouth Place, Five Oak Green, when it is proposed to transact the following business:**

---

## **AGENDA**

- 1. Administration** - Fire Exits, Sign in Sheets, Assembly Point, Mobile Phones.
- 2. Election of Chair**
- 3. Apologies for Absence** – To receive and accept apologies for absence.
- 4. Councillor Declarations** – To receive any declarations of personal or prejudicial interest.
- 5. To discuss staff contracts, job descriptions and roles.**
- 6. Staff Appraisals.**
- 7. To discuss NALC Grievance policy template.**
- 8. Date of Next Meeting** – To be agreed.