

CAPEL PARISH COUNCIL
www.capel-pc.org.uk

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

TO: Cllr Young, Cllr Patterson, Cllr Rich & 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 19.30 on 15th July 2019 Arnold Cooke Hall, Tudeley when it is proposed to transact the following business:

AGENDA

1. **Administration** - Fire Exits, Sign in Sheets, Assembly Point, Mobile Phones.
2. **Apologies for Absence** – To receive and accept apologies for absence.
3. **Councillor Declarations** – To receive any declarations of personal or prejudicial interest.
4. **Approval of Minutes** - To consider the Minutes of the Staff, Office & Admin meeting on 24th June 2019 and if in order to authorise the Chair to sign as a true and accurate record.
5. **Resolve to pay the clerk two extra days holiday for days taken 8th/9th July 2019.**
6. **To discuss staff grievance procedure and line management.**
7. **To discuss appointment of new RFO including procedure for appointment and areas of responsibility and whether to take professional HR advice before doing so.**
8. **Handover process from Michelle Rumble.**
9. **Date of Next Meeting – 21st October 2019.**