

CAPEL PARISH COUNCIL

TO: Cllrs Rich, Saunders, Sawyer & Young

ALL COUNCILLORS ARE HEREBY SUMMONED to attend an extraordinary meeting of the **Staff, Office and Admin Working Party of CAPEL PARISH COUNCIL** to be held in Capel Village Hall **at 6:30pm on Monday 29 November 2021** when it is proposed to transact the business shown in the agenda below. The Meeting will be open to the press and public.

Louise Goldsmith

Clerk

Date of Issue: 23 November 2021

AGENDA

- 1. ADMINISTRATION.** Fire exits, sign in sheets, assembly point.
- 2. APOLOGIES FOR ABSENCE.** To receive and accept apologies for absence.
- 3. COUNCILLOR DECLARATIONS.** Declarations of Pecuniary interests on any item on the agenda.

Where any councillor has a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) in any matter to be considered at a meeting of the Council, a committee, sub-committee or joint committee, they must withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter unless a dispensation has been obtained from the Monitoring Officer.

- 4. MINUTES.** To consider the minutes of the meeting held on the 13 September 2021, and, if in order, to authorise the Chairman to sign as a true and accurate record.
- 5. MATTERS ARISING FROM THE LAST MINUTES.**

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will be excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

- 6. RESIGNATION OF CURRENT RESPONSIBLE FINANCE OFFICER**
 - a) To accept the resignation letter of the current RFO
- 7. JOB DESCRIPTION FOR CURRENT CLERK**
 - a) To consider the amalgamation of the job descriptions of the Clerk and RFO roles and review the terms and conditions
 - b) To discuss a proposal that the Clerk acts as the RFO from the 13 December 2021

The meeting will be re-opened to the press and public

- 8. TRAINING:**
 - a) To discuss any training requirements
- 9. DATE OF NEXT MEETING:** Date to be agreed.

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