**CAPEL PARISH COUNCIL**

[www.capel-pc.org.uk](http://www.capel-pc.org.uk)

Louise Goldsmith – Clerk

Falmouth Place, Five Oak Green

TN12 6RD clerk@capel-pc.org.uk

Tel: 01892 837524 M: 07508 882810

To: Cllrs: Rich (Chair), Saunders, Sawyer & Young

You ARE HEREBY SUMMONED to a MEETING of the STAFF, OFFICE AND ADMIN COMMITTEE to be held in Capel Village Hall, Falmouth Place, Five Oak Green at 7.30pm on Thursday 20 October 2022 when it is proposed to transact the business shown in the agenda below.

The Meeting will be open to the press and public. (*Public Bodies (Admission to Meetings) Act 1960)*

Louise Goldsmith

Clerk Date of Issue: 14 October 2022

# **AGENDA**

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| Minute No | Agenda No |  |
| **65****66****67****68****69****70****71****72****73** | 1. **ADMINSTRATION:** Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.
2. **APOLOGIES:** To receive and accept apologies for absence. *(LGA 1972 s85 (1))*
3. **DECLARATIONS OF INTEREST:** To receive declarations of pecuniary and non-pecuniary interests.
4. **APPROVAL OF MINUTES:** Minutes of the meeting held on the 19 May 2022 to be signed as a true and accurate record
5. **OPEN SESSION:** To adjourn the meeting to enable any members of the public present to address the Council.
6. **INCREMENT RISE FOR THE CLERK –** Following successful completion of the CILCA
7. **POLICIES: To consider the following policies**

a) Learning and Development Policyb) Community Engagement Policy1. **PARISH OFFICE**

a) Services – to discuss broadband and phone supply 1. **TRAINING**

To discuss any training needs1. **DATE OF THE NEXT MEETING:**

Thursday 19 January 2023 at 7.30pm |  |