

CAPEL PARISH COUNCIL

www.capel-pc.org.uk

Louise Goldsmith – Clerk
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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 19 January 2023** 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: 12 January 2023

AGENDA

Minute No Agenda No

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- | | |
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| 74 | 1) ADMINSTRATION: Fire Exits, Fire Meeting Point, Mobile Phones, intention to record. |
| 75 | 2) APOLOGIES: To receive and accept apologies for absence. (<i>LGA 1972 s85 (1)</i>) |
| 76 | 3) DECLARATIONS OF INTEREST: To receive declarations of pecuniary and non-pecuniary interests. |
| 77 | 4) APPROVAL OF MINUTES: Minutes of the meeting held on the 20 October 2022 to be signed as a true and accurate record |
| 78 | 5) OPEN SESSION: To adjourn the meeting to enable any members of the public present to address the Council. |
| 79 | 6) APPRAISAL FOR THE CLERK – To arrange |
| 80 | 7) POLICIES: To review the following policies
a) Equality & Diversity Policy
b) Health & Safety Policy
c) Lone Worker Policy |
| 81 | 8) PARISH OFFICE
a) Services – update on broadband and phones |
| 82 | 9) TRAINING
To discuss any training needs |
| 82 | 10) DATE OF THE NEXT MEETING:
Thursday 15 June 2023 at 7.30pm |