

# Capel Parish Council Annual Parish Council Meeting

Louise Goldsmith – Clerk  
Falmouth Place, Five Oak Green  
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To All Parish Councillors.

ALL COUNCILLORS ARE HEREBY SUMMONED to the  
**ANNUAL PARISH COUNCIL MEETING**  
to be held at Capel Village Hall, Falmouth Place, Five Oak Green at **7.30pm on Monday 15 May 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: 9 May 2023

## AGENDA

Minuted No	
	1. <b>ADMINISTRATION</b> Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures, intention to record or film the meeting.
1040	2. <b>ELECTION OF CHAIRMAN - on being elected, is to sign a Declaration of Acceptance of Office.</b>
1041	3. <b>APOLOGIES FOR ABSENCE</b> ( <i>LGA 1972 s85 (1)</i> )
1042	4. <b>DECLARATION OF INTEREST - To receive Declarations of Interest on Agenda items</b>
1043	<p>5. <b>APPOINTMENTS</b></p> <p>a. <b>To elect a Vice Chairman of the council and to receive a Declaration of Acceptance of Office</b>  b. <b>To consider and approve any changes to Council' s Committee/Working Group structure.</b>  c. <b>To review and approve all Committee/Working Parties Terms of Reference</b>  d. <b>To agree appointments of Members to Council's Committees/Working Groups</b>  e. <b>To agree the Chair of all Committees/Working Groups</b></p> <p style="margin-left: 40px;">a. <i>Planning Committee</i>  b. <i>Finance and Resources Committee</i>  c. <i>Staff, Office and Administration Committee</i>  d. <i>Flooding Panel</i>  e. <i>Recreation Ground and Allotments Working Group</i>  f. <i>Memorial Cottages and Housing Working Group</i></p>
1044	<p>6. <b>SELECTION OF REPRESENTATIVES TO OTHER BODIES</b></p> <p style="margin-left: 40px;">a. <i>Community Liaison Rep. Kent Association of Local Councils</i>  b. <i>Parish Magazine Committee</i>  c. <i>FOCC (Friends of Capel Church)</i>  d. <i>Neighbourhood Plan Working Party</i>  e. <i>Save Capel</i>  f. <i>CCA</i>  g. <i>Joint Transportation Board</i></p>

1045	<p>7. <b>POLICIES:</b> To review and approve the following policies</p> <ul style="list-style-type: none"> <li>• <i>Publication Scheme</i></li> <li>• <i>Grants Policy and Application Form</i></li> <li>• <i>Community Engagement Policy</i></li> <li>• <i>Co-option Policy</i></li> <li>• <i>Lone Worker Policy</i></li> <li>• <i>Health &amp; Safety Policy</i></li> <li>• <i>Equality &amp; Diversity Policy</i></li> <li>• <i>Complaints Policy</i></li> <li>• <i>Scheme of Delegation</i></li> <li>• <i>Data Protection and Document Retention Policy</i></li> <li>• <i>Protocol on Consultation Meetings with Developers</i></li> </ul>
1046	<p>8. <b>OPEN SESSION</b> - To adjourn the meeting to enable any members of the public present to address the Council.</p>
1047	<p>9. <b>DATE OF THE NEXT MEETINGS:</b>  <b>Full Council meeting Monday 15 May 2023 at 8pm</b>  <b>Full Council meeting Monday 26 June 2023 at 7.30pm</b></p>