

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 15 June 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: 8 June 2023

AGENDA

Minute No Agenda No

- 83 1) **ADMINISTRATION:** Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.
- 84 2) **APOLOGIES:** To receive and accept apologies for absence. (*LGA 1972 s85 (1)*)
- 85 3) **DECLARATIONS OF INTEREST:** To receive declarations of pecuniary and non-pecuniary interests.
- 86 4) **APPROVAL OF MINUTES:** Minutes of the meeting held on the 19 January 2023 to be signed as a true and accurate record.
- 87 5) **OPEN SESSION:** To adjourn the meeting to enable any members of the public present to address the Council.
- 88 6) **APPRAISAL FOR THE CLERK –** To receive an update.
- 89 7) **POLICIES: To review the following policies**
 - a) CCTV Policy
 - b) Dignity at Work Policy
- 90 8) **PARISH OFFICE**
- 91 9) **TRAINING**
To discuss any training needs
- 92 10) **DATE OF THE NEXT MEETING:**
Thursday 19 October 2023 at 7.30pm