

CAPEL PARISH COUNCIL

Minutes of the **Staff, Office & Admin Committee** Meeting
held on **Thursday 15 June 2023 at 7.30pm in Capel Village Hall**

Present:

CLlr Suzi Rich – Chairman, Cllrs: Ashley Saunders, Sian Young, Trevor Sawyer

In attendance:

Louise Goldsmith – Clerk

Agenda No	Minute No.	
1.		ADMINISTRATION: Mobile Phones switched off. No intention to record received.
2.	83.	APOLOGIES FOR ABSENCE: There were none.
3.	84.	DECLARATIONS OF INTEREST: None.
4.	85.	APPROVAL OF MINUTES The minutes of the meeting held on the 19 January 2023 were approved as a true and accurate record and were signed by the Chairman.
5.	86.	OPEN SESSION: There were no members of the public present.
6.	87.	APPRAISAL FOR THE CLERK It was noted that Cllr. Rich met with the Clerk on Tuesday 30 May 2023 and carried out an appraisal. Cllr. Rich agreed to sign off the appraisal and send a copy to the Clerk.
7.	88.	POLICIES Members considered and discussed a CCTV Policy and Dignity at Work Policy drafted by the Clerk. RECOMMENDATION TO FULL COUNCIL To adopt the CCTV Policy subject to the addition of a reference to the ICO and breaches and to adopt the Dignity at Work Policy.
8.	89.	PARISH OFFICE: The Clerk reported that the contract with EE for the mobile phone has ended and that the Parish Council now own the phone. The Clerk has reverted to a SIM only contact for £15.00 per month. It was agreed that it was not necessary to pay an additional charge to Talk Talk to have the parish office phone divert to the mobile phone. The Clerk advised that very few calls are received on the parish office phone. The Clerk will contact the CCA and advise that the external windows of the parish office need cleaning.

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9. 90. TRAINING:

There has been no requests. The Clerk will continue to circulate details of training courses being offered by KALC.

10. 91. DATE OF NEXT MEETING. Thursday 19 October 2023 at 7.30pm.

With no further business to discuss the meeting closed at 7.49pm

Signed: _____ Date: _____