

# CAPEL PARISH COUNCIL

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

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

You ARE HEREBY SUMMONED to a **MEETING of the MEMORIAL COTTAGES AND HOUSING WORKING GROUP** to be held in Capel Village Hall, Falmouth Place, Five Oak Green at **7pm on Thursday 19 October 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 October 2023

## AGENDA

Minute No    Agenda No

- 1) **ADMINISTRATION:** Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.
- 164    2) **APOLOGIES:** To receive and accept apologies for absence. (*LGA 1972 s85 (1)*)
- 165    3) **DECLARATIONS OF INTEREST:** To receive declarations of pecuniary and non-pecuniary interests.
- 166    4) **APPROVAL OF MINUTES:** Minutes of the meeting held on the 15 June 2023 to be signed as a true and accurate record.
- 167    5) **OPEN SESSION:** To adjourn the meeting to enable any members of the public present to address the Council.
- 168    6) **CONDITION SURVEYS –**
  - a) To arrange the annual condition survey
  - b) To discuss any issues raised by the residents
- 169    7) **EPC Rating**
  - a) To note the recent government announcement
  - b) To discuss ways to improve the EPC rating of the cottages
- 170    8) **DATE OF THE NEXT MEETING:**  
Thursday 18 January 2024 at 7pm