

CAPEL PARISH COUNCIL

www.capel-pc.org.uk

Louise Goldsmith – Clerk
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To: Cllrs: Young (Chair), Mackenzie, Saunders and Sawyer

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 Tuesday 13 August 2024** 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: 7 August 2024

AGENDA

Minute No Agenda No

- 1) **ADMINISTRATION:** Fire Exits, Fire Meeting Point, Mobile Phones, intention to record.
- 101 2) **APOLOGIES:** To receive and accept apologies for absence. (*LGA 1972 s85 (1)*)
- 102 3) **DECLARATIONS OF INTEREST:** To receive declarations of pecuniary and non-pecuniary interests.
- 103 4) **APPROVAL OF MINUTES:** Minutes of the meeting held on the 19 October 2023 to be signed as a true and accurate record.
- 104 5) **OPEN SESSION:** To adjourn the meeting to enable any members of the public present to address the Council.
- 105 6) **CLERKS APPRAISAL**
To discuss the Clerks' recent appraisal and make a recommendation to Full Council on remuneration.
- 106 7) **GDPR AND EMAIL ADDRESSES**
To discuss the current guidance.
- 107 8) **POLICIES**
To review the updated policy schedule.
To discuss a Social Media and Electronic Communication Policy for adoption by Full Council.
To review the Dignity at Work Policy
- 108 9) **PARISH OFFICE**
To discuss any remedial works required.
- 109 10) **TRAINING**
To discuss any training needs
- 110 11) **DATE OF THE NEXT MEETING:**
Thursday 17 October 2024 at 7.30pm

