

CAPEL PARISH COUNCIL

TO: Cllrs Rich, Saunders, Sawyer & Young

ALL COUNCILLORS ARE HEREBY SUMMONED to attend a meeting of the **Staff, Office and Admin Committee of CAPEL PARISH COUNCIL** to be held in Capel Village Hall **at 6:30pm on Monday 13 September 2021** when it is proposed to transact the business shown in the agenda below. The meeting will be open to the press and public.

Helen Munro

Responsible Financial Officer

Date of Issue: 7 September 2021

AGENDA

- 1. ADMINISTRATION.** Fire exits, sign in sheets, assembly point, mobile phones.
- 2. APOLOGIES FOR ABSENCE.** To receive and accept apologies for absence.
- 3. COUNCILLOR DECLARATIONS.** Declarations of Pecuniary interests on any item on the agenda.

Where any councillor has a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) in any matter to be considered at a meeting of the Council, a committee, sub-committee or joint committee, they must withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter unless a dispensation has been obtained from the Monitoring Officer.

- 4. MINUTES.** To consider the minutes of the meeting held on 17 June 2021 and, if in order, to authorise the Chairman to sign as a true and accurate record.
- 5. MATTERS ARISING FROM THE LAST MINUTES.**

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will be excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

- 6. INDUCTION.** To review the induction and progress for new member of staff.
- 7. OFFICE OPENING HOURS.** To review office hours opening to the public.

The meeting will be re-opened to the press and public

- 8. DATE OF NEXT MEETING.** As required.