



# CALSTOCK PARISH COUNCIL

**Miss Sue Lemon**

Clerk to the Council

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Wednesday 26<sup>th</sup> September 2018

Dear Member

A meeting of the Personnel committee of Calstock Parish Council will be held on **Tuesday 2<sup>nd</sup> October at 2pm 2018** in the **Tamar Valley Centre**.

Yours sincerely,

Clerk

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.*

## AGENDA

1. Apologies
2. Declarations of members' interests in agenda items
3. Public participation
4. Approve Minutes from 06-08-18\*
5. Recording of council and planning meetings - review
6. Review and adoption of appropriate standing orders – redraft (to be sent)
7. Review of the council's complaints procedure – review
8. Risk Assessments update

\*see attached