



Kimberley Town Council

Office Etiquette

Adopted by Full Council on 21st March 2024 TC/24/705

Reviewed by Full Council 27th February 2025 TC/25/190

We who serve and work for the Council are fortunate in having good, respectful working relationships and staff and Councillors can be commended for this.

The Council office is a friendly working environment and we want it to remain so. However, we need to maintain a balance between sociability and the ability of staff to concentrate on their work. The HR Committee asks Councillors to be mindful of this and not to be offended if staff point out that they need to get on with their work.

We appreciate your understanding and cooperation.