

# BOX PARISH COUNCIL

**Mrs.M.S.CAREY**  
Clerk to the Council

**COUNCIL OFFICE**  
**THE PARADE**  
**BOX**  
**CORSHAM**  
**WILTS SN13 8NX**

**Office Hours**  
Monday & Thursday  
9.30 – 12.30  
or by appointment

Telephone: 01225 742356  
Fax: 01225 744049

18<sup>th</sup> September 2023

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 25<sup>th</sup> September 2023** commencing at **7.00 pm** to consider the following Agenda.

Yours sincerely

*M. S. Carey*  
**Margaret Carey**  
**Clerk**

## **A G E N D A**

1. To receive any apologies for absence
2. To receive the Minutes of the Meetings held on 24<sup>th</sup> July and 14<sup>th</sup> August 2023 and to consider any matters arising from the Minutes including:
  - List of outstanding/completed jobs - update
  - Parish Cleaner - take on cleaning of public toilets – discussion
  - Parish Steward update on feedback
  - Cemetery hedge update
3. Machinery and Tools
  - Replacement of Mule – new lease and budget implications
  - Sale of John Deere – purchase of roller – update
  - Purchase of agreed tools
4. Office equipment review
  - Update on new service provider and new equipment

**Members of the public will be excluded for any confidential items in accordance with the Public Bodies (admission to meetings) Act 1960**

5. Additional Office support:
  - Update on recruitment for assistant Clerk, shortlisting and interviews
  - Contract for Assistant Clerk
  - Contract for current clerk, transition and process for change in role, hours and job description

### **Items for discussion**

- Budget – items to be included in the budget
  - Drawing up of holiday calendar
  - Review Safeguarding Policy
  - Review of Job Descriptions
6. Items of report and future Agenda items
    - Joel NPTC Level 2
    - Appraisal review meeting
  7. Date of next meeting: 27<sup>th</sup> November 2023