

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

Office Hours

Monday & Thursday
9.30 – 12.30
or by appointment

COUNCIL OFFICE
THE PARADE
BOX
CORSHAM
WILTS SN13 8NX

Telephone: 01225 742356
Fax: 01225 744049

7th August 2023

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 14th August 2023** commencing at approximately **8.30 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

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

2. **Additional Office Support**

- Agree new Job Description
- Confirm Advert
- Timelines for placing advert; shortlisting; selection panel; interviewing

3. Date of next meeting – 25th September 2023