

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
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13th October 2020

Dear Councillor,

You are summoned to a remote meeting of the **Personnel Committee** to be held at via **Zoom** on **Monday 19th October 2020** commencing at **11.00 am** to consider the following Agenda.

Any member of the public wishing to join for the first part of the meeting can join with Zoom using the following log in details: Meeting ID: 853 2056 0978 Passcode: 901297

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 meeting held on 24th August 2020
3. To consider any items arising from the Minutes
 - Contingency plan to deal with staff if tested positive for Covid-19
4. Items for discussion:

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

- Issues relating to members of staff – prioritising of work and other issues
- Update re Work Experience Student