

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

Office Hours

Monday & Thursday
9.30 – 12.30
or by appointment

7th February 2023

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 13th February 2023** commencing at **8.30 pm** following the Finance & Governance meeting to consider the following Agenda.

Yours sincerely

M.S. Carey
Margaret Carey
Clerk

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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 – discuss recruitment procedure and job application; Job Description and Person Specification
3. To discuss taking on a Work Experience for two days on 5th and 6th July
4. Date of next meeting – 20th March 2023