

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

8th November 2021

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 15th November 2021** 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 meeting held on 28th September and 19th October 2021 and matters arising:
 - List of winter jobs
 - Policies – review of Appraisal Policy
 - Work Experience Student

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

3. Items for discussion:
 - Terms of Reference for Parish Clerk
 - Succession planning
 - Pay Review – discussion
 - Staff holiday
7. Date of next meeting – 17th January 2022