

# 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  
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16<sup>th</sup> May 2023

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 22<sup>nd</sup> May 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 20<sup>th</sup> March 2023 and to consider any matters arising from the Minutes including:
  - List of outstanding jobs - update
  - Staff Training – update – dates for level 2 assessment
  - Office Equipment review – Cllr Ingledew to be invited to the meeting
  - To start the discussions on the replacement Mule
  - Disposal of red diesel tank – update
  - Update on Parish Council Cleaner and purchase of cleaning materials
3. Tools wish list for 2023/24 in line with the budget
  - Purchase of multi tool

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

4. **Items for discussion**
  - Feedback from the Groundsmen's Appraisals
  - Discussion on the sale of the John Deere and buying a roller with the proceeds
  - Additional office support - further discussion
  - To discuss the policy for the Groundsmen work when there is snow
  - Review of job descriptions
  - Report on Wessex Water
5. Date of next meeting – 24<sup>th</sup> July 2023