

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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24th October 2022

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 31st October 2022** 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 18th July 2022 and matters arising including:
 - List of outstanding jobs - update
 - Work Experience Student – update
 - Training - update
3. Forward Plan – review
4. Discussion on items to be considered with the budget
Moving equipment to the Personnel budget
5. Mule – to look at the termination of the Lease and replacement with electric vehicle

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

6. Items for discussion:
 - Update on feasibility study to look at the management of the Cemetery
 - Discussion re job specification for additional part time member of admin staff
 - Strategic plan for the development, retention, recruitment and succession of PC staff
7. Date of next meeting – 14th November 2022