

# 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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11<sup>th</sup> July 2022

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Tuesday 4<sup>th</sup> 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 18<sup>th</sup> July 2022 and matters arising including:
  - List of outstanding jobs - update
  - Work Experience Student – update
3. Forward Plan – review
4. Moving equipment to the Personnel budget

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

5. 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
  - Mule – to look at the termination of the Lease and replacement with electric vehicle
  - Strategic plan for the development, retention, recruitment and succession of PC staff
6. Date of next meeting – 14<sup>th</sup> November 2022