

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

14th March 2023

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 20th March 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 23rd January and 20th February 2023 and to consider any matters arising from the Minutes including:
 - List of outstanding jobs - update
 - Work Experience Student – update
 - Staff Training – update
 - Office Equipment review – Cllr Ingledew to be invited to the meeting
 - To start the discussions on the replacement Mule
 - Tablet update
 - Purchase of Microsoft Office for the tablet
 - Setting up gov.uk email addresses for the Groundsmen

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

3. **Cleaner**
 - to withdraw the recommendation of extending the office cleaners role by 4 hours
 - making position of pavilion cleaner redundant along with Pavilion cleaning contract
 - Creation of new role for Parish Council Cleaner for council buildings
 - Agree job advert and job description
 - Agree the purchase of new cleaning equipment
4. **Staff Appraisal – to confirm the dates for the Staff Appraisals**

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5. Additional office support

- **Agree job description**
- **Confirm advert, timeline for placing advert; shortlisting; selection panel interview process**

6. Update on Staff holiday allocation

7. Purchase of new office chair

8. To discuss the policy for the Groundsmen work when there is snow

9. Disposal of red diesel tank

10. Date of next meeting – 22nd May 2023