

# 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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8<sup>th</sup> July 2024

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 15<sup>th</sup> July 2024** 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. Election of Vice Chair of Committee  
Terms of Reference for Committee and agree policies that Personnel Committee are responsible for
3. To receive the Minutes of the Meetings held on 23<sup>rd</sup> May2024 and to consider any matters arising from the Minutes
4. Machinery and Tools
  - Update of tool inventory – add PPE?
  - New broom/wolf multitool – update on purchase
5. Office equipment/service provider - update
6. **Members of the public will be excluded for any confidential items in accordance with the Public Bodies (admission to meetings) Act 1960**

### **Staff**

- List of outstanding/completed jobs – update – add clearing of vegetation on walls at Market Place Car Park
- Council Cleaner update

### **Additional office support**

- Assistant Clerk – end of probationary period  
Report on probationary meeting and probationary plan

### **Items for discussion**

- Joel – NPTC level 2
- Training – Fire Marshall training – Oldfield Park Bath £195 incl VAT  
Emergency First Aid for Outdoor Workers – Greenway Training Ltd  
Monday 18<sup>th</sup> November
- Discussion on time sheets data
- Update tools/machinery and hazardous materials risk assessments
- Policies – set timetable for review of policies
- Personnel Asset register

7. Items of report and future Agenda items
8. Date of next meeting: 23<sup>rd</sup> September 2024