

# 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

16<sup>th</sup> May 2024

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Thursday 23<sup>rd</sup> May 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. To receive the Minutes of the Meetings held on 25<sup>th</sup> March 2024 and and to consider any matters arising from the Minutes
3. Machinery and Tools
  - Update of tool inventory
  - New broom/wolf multitool
  - New mini trailer
4. Office equipment/service provider - update
5. **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
- Chris and Joel’s appraisal objectives outcomes
- Council Cleaner update

### **Additional office support**

- Assistant Clerk – interim probationary meeting and probationary plan
- Transition process
- Revised job descriptions

### **Items for discussion**

- Joel – NPTC level 2
- Update tools/machinery and hazardous materials risk assessments
- Policies
- Personnel Asset register

5. Items of report and future Agenda items
6. Date of next meeting: 29<sup>th</sup> July 2024