

BOX PARISH COUNCIL

Steve Vickery
Clerk to the Council

Office open to public

Monday to Friday
9.30 – 2pm
or by appointment

E-mail: clerk@boxparishcouncil.gov.uk
Website address: www.boxparishcouncil.gov.uk

Council Office
The Parade
Box
Wiltshire
SN13 8NX

Tel: 01225 742356

Dear Councillor

11th September 2025

You are summoned to attend a meeting of the **Personnel Committee** to be held at **the Parish Office, Box** on **Monday 29th September 2025** commencing at **7pm**.

Please give apologies to the Committee Chairman or Clerk prior to the Meeting.

Steve Vickery

Steve Vickery, Clerk

AGENDA

1. **Apologies.** To receive any apologies for absence.
2. **Declarations** of interest relating to items on the Agenda.
3. **Public Question Time.**
4. **Chair's Announcements and Declarations** of Interests relating to the Agenda
5. **Previous Minutes.** To receive the Minutes of the Personnel Committee held on 14th July 2025, update on issues and to consider any matters arising from the Minutes.
 - a. Feedback on bin key, Hills Waste and equipment list.
 - b. New timesheets designed and checklists in place.
 - c. Holiday planner / entitlement – see Forward Plan.
 - d. DBS check and safeguarding training – to be done.
6. **Items for discussion:**
 - a. To confirm the end of Probation reviews for Clerk and OSW & Cleaning Op.
 - b. To review the Training & Development Policy (new) and the Appraisal Policy.
 - c. To consider the next training courses for the team:
 - i. Clerk – CiLCA in Feb 26.
 - ii. OSM and OSW – First Aid and H&S at work.
 - d. In year Office equipment purchase (incl edition 18 of Arnold Baker)
 - e. In year Open Spaces equipment purchase.
 - f. In year Open Spaces winter PPE request.
 - g. Summary of feedback from 9 Sep Team meeting.
7. **Correspondence.** To receive any urgent correspondence.
8. **Forward Plan.** To review the Sep 25 version.
9. **Future Agenda Items and General reports.** Items of report and future Agenda items:

- a. Remuneration planning for staff (payscales and pension).

10. **Dates of forthcoming meetings:**

Personnel	8 Dec
Personnel in 2026	9 Mar 26