



Box Parish Council

13th October 2026

Dear Councillor,

PERSONNEL COMMITTEE

You are summoned to attend a meeting of the **Personnel Committee** to be held at **the Parish Office, Box** on **Monday 19th October 2026** 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. **Public Question Time.**
3. **Declarations** of interest relating to items on the Agenda.
4. **Previous Minutes.** To receive the Minutes of the Personnel Committee held on 6th July 2026, update on issues and to consider any matters arising from the Minutes.
5. **Future Training and Continuous Professional Development.** No change. To note the future training aspirations for 26-27:
 - a. Clerk. Update on the CiLCA 2026 course (and the WALC training package) and to complete a manager's H&S refresher.
 - b. OSM. To undertake a H&S refresher and ROSPA inspection (1st Dec).
 - c. OSW. To undertake an outdoor worker first aid course and ROSPA inspection (1st Dec).
6. **Appraisals.** To note that mid year Appraisals are planned for w/c 26th October 2026.
7. **Council Officer resources.** To discuss additional resource options for summer 2027, including items to add to the budget for 27-28.
8. **Leave Planner.** To note the latest Leave Planner.
9. **Feedback from Team meeting on 7th October 2026.** To note the Team's ongoing feedback – delivered verbally by the Chair and Clerk.
10. **Parish Cleaner.** To note the progress on recruitment of a new cleaner.
11. **Policies.** To approve revisions:
 - a. Discipline Policy.
 - b. Grievance Policy.
12. **Correspondence.** To receive any urgent correspondence.
13. **Forward Plan.** To note the latest Forward Plan, including the Policy matrix and Risk Assessments
14. **Future Agenda and Items to report.** Items of report and future Agenda items.
15. **Date of next meeting** – 7pm on Monday 18th January 2027.