

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

21st January 2025

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 27th January 2025** 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 25th November 2024 and to consider any matters arising from the Minutes
3. Machinery and Tools
 - Updated tool inventory added PPE
 - Tool requirements 2025-26
4. Office equipment/service provider
 - backing up procedure
 - Open Spaces laptop 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

- Update on Open Spaces Worker/Cleansing and Maintenance Operative recruitment
- Council Cleaner – update after feedback from hirer
- Discussion on timesheets
- Current Clerk's retirement schedule
- Hours when office will be open to public
- Update – on how office hours are working and Clerk and Assistant Clerk note of hours worked

Items for discussion

- Personnel Forward Plan and Asset Register
 - Appraisal dates – March 2025
 - Training for Personnel Committee, policy procedure and legal guidelines
 - Manual Handling Policy – review
 - Discussion on spare office key
 - Heater for Office
 - DBS Checks
 - Staff photos on website
6. Items of report and future Agenda items
 7. Date of next meeting: 23rd March 2025