

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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8th July2025

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 14th July 2025** commencing at **7.30 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 24th March 2025 and 22nd April and to consider any matters arising from the Minutes.
3. Machinery, Tools & PPE – September request.
4. Office equipment/service provider – September request.
5. **Members of the public will be excluded for any confidential items in accordance with the Public Bodies (admission to meetings) Act 1960**

Staff

- Probation
 - Mid-review - Open Spaces Worker/Cleansing and Maintenance Operative
 - Mid-review for the new Clerk. CiLCA in Aug 25 or Feb 26.
- Feedback from Team meeting.
- Appraisal Policy and timetable. Mid-year review for OSM.
- Ongoing CPD for team (Clerk, OSM and OSW).
- Clerk's handover plans.
- Office opening hours.
- Staff holiday calendar – update.
- Recognition of OSM 10 years' service.

Items for discussion

- Personnel Forward Plan and Asset Register - ongoing
 - Training for Personnel Committee, policy procedure and legal guidelines.
 - DBS for staff checks - update
 - Staff photos on website
 - Policies – Training
6. Items of report and future Agenda items
Personnel Policy matrix – review timetable.
 7. Date of next meeting: Monday 8th September 2025.