

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

Office Hours

Monday & Thursday
9.30 – 12.30
or by appointment

COUNCIL OFFICE
THE PARADE
BOX
CORSHAM
WILTS SN13 8NX

Telephone: 01225 742356
Fax: 01225 744049

18th July 2023

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at the **Parish Council Offices** on **Monday 24th July 2023** 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 22nd May 2023 and to consider any matters arising from the Minutes including:
 - List of outstanding jobs - update
 - Staff Training – update – dates for level 2 assessment
 - Office Equipment review – Cllr Ingledew to be invited to the meeting
 - Parish Council Cleaner and purchase of cleaning materials – update from Pavilion & Buildings Committee
3. Machinery and Tools
 - Replacement of Mule – current lease and budget implications
 - Sale of John Deere – purchase of roller - update
 - Tools wish list for 2023/24 in line with the budget – multi-tool had been purchased
 - Disposal of red diesel tank – update

Members of the public will be excluded for any confidential items in accordance with the Public Bodies (admission to meetings) Act 1960

4. **Items for discussion**
 - Chris and Joel – updated job description
 - Parish Steward – division between roles; who does what
 - **Additional Office Support**
 - Lack of candidates for part-time assistant
 - Discussion on next steps in light of this
 - Agree new Job Description

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- **Confirm Advert**
- **Timelines for placing advert; shortlisting; selection panel; interviewing**

5. Date of next meeting – 25th September 2023