

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

18th November 2024

Telephone: 01225 742356
Fax: 01225 744049

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 25th November 2024** 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 23rd September and 4th November 2024 and to consider any matters arising from the Minutes
3. Machinery and Tools
 - Update of tool inventory - add PPE
 - Tool requirements 2025-26
4. Office equipment/service provider
 - Update check backing up procedure
 - Open Spaces laptop
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
- Current Clerk's succession planning
- Office hours – reduction to 2 x 18 hours in January

Items for discussion

- Pay Award for 2024/25
 - Review Redundancy Policy
 - Personnel Forward Plan and Asset Register
 - Interim Appraisal dates
6. Items of report and future Agenda items
 - Manual Handling policy – January 2025
 7. Date of next meeting: 27th January 2025