

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
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16th January 2023

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 23rd January 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 31st October and 14th November 2022 and to consider any matters arising from the Minutes including:
 - List of outstanding jobs - update
 - Work Experience Student – update
 - Staff Training – update
 - Office Equipment review – defer to the next meeting
 - To start the discussions on the replacement Mule
3. To recommend the purchase of a tablet for the Groundsmen
4. Tools list – spare brushcutter to donate to Cotswold Wardens

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

5. Items for discussion:
 - Staff Appraisal update
 - Additional office support – discuss recruitment procedure and job application
 - Update on Staff holiday allocation
6. Date of next meeting – 20th March 2023