

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

17th July 2024

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 23rd September 2024** commencing at **7.00 pm** to consider the following Agenda.

Yours sincerely

M. S. Carey

Margaret Carey
Clerk

AGENDA

1. To receive any apologies for absence
2. To receive the Minutes of the Meetings held on 15th July 2024 and to consider any matters arising from the Minutes
3. Machinery and Tools
 - Update of tool inventory - add PPE
 - Update on purchase of tools
4. Office equipment/service provider
 - Update check backing up procedure
5. **Members of the public will be excluded for any confidential items in accordance with the Public Bodies (admission to meetings) Act 1960**

Staff

- List of outstanding/completed jobs – update
- Council Cleaner update – Assistant Clerk is managing the Cleaner

Additional office support

- Assistant Clerk – confirm satisfactory end of probationary period
- Agree office hours; job description and job division

Items for discussion

- Items to be considered with the budget for 2025/26
- Discussion on time sheets data
- Playground checks – how is this done/recorded
- Discussion on Working Party – who does what?
- Joel NPTC level 2
- Use of tools/machinery and hazardous materials risk assessments – further discussion
- Review the following policies:
 - PDP template
 - Leave of Absence policy
 - Disciplinary Policy
 - Grievance policies
- Set timetable for review of policies
- Personnel Asset Register
- Interim appraisal dates

6. Items of report and future Agenda items
7. Date of next meeting: 25th November 2024