

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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20th November 2023

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 27th November 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 25th September 2023 and to consider any matters arising from the Minutes including:
 - Updated Terms of Reference for Council and Committees
 - List of outstanding/completed jobs - update
 - Staff training – NPTC level 2
 - Safeguarding Policy – to be reviewed by the Buildings Management Committee
 - Holiday calendar
 - IT update
3. Machinery and Tools
 - Replacement of Mule – arrange demonstrations and alternative quotations and ascertain lead time
 - Sale of John Deere – purchase of roller – update
 - Tools wish list update

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

4.
 - Interim Appraisal – report
 - Parish Council cleaner – update. On issues raised. Carry out appraisal. Weekley timesheet to be completed.
Discussion on adding cleaning of public toilets
 - Assistant Clerk – job share update; applicants, shortlisting, interview questions, contract
5. Items of report and future Agenda items
 - Cleaning of leaves by The Swan
6. Date of next meeting: 29th January 2024