

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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18th March 2024

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 25th March 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 29th January 2024 and Confidential Appendix A to Minutes and to consider any matters arising from the Minutes**
3. **Machinery and Tools**
 - **Sale of Kawasaki Mule**
 - **Sale of John Deere – purchase of roller – update**
 - **Update of tool inventory**
4. **Office equipment/service provider**
 - **New laptop for job share**
 - **New email address for job share**
5. **Members of the public will be excluded for any confidential items in accordance with the Public Bodies (admission to meetings) Act 1960**

Additional office support

- **Assistant Clerk – finalise contract and other arrangements needed**
- **Current Clerk – transition process**
- **Revised job descriptions**

Items for discussion

- **Remaining holiday to be used by April**
- **Review of Job Descriptions**
- **Joel – NPTC level 2**
- **Purchase of updated National Joint Council for Local Government Services – National Agreement on Pay and Conditions of Service (Green Book)**

5. **Items of report and future Agenda items**

6. **Date of next meeting: to be agreed**