

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
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28th October 2024

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 4th November 2024** to follow the Cemetery Management Committee meeting commencing at approximately **8.30 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

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

To consider the following:

- To consider the Job Description for the replacement Assistant Open Spaces Worker
- To consider the Job Description for a new Cleansing and Maintenance Operative
- To discuss the timeline for the recruitment process
- Draw up Adverts for the two positions

2. Date of next meeting: 25th November 2024