



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 14th AUGUST 2023

1. Present: Councillors: B. Walton (Chairman); S. Parker; T. Walton; D. Wright
M. Carey (Clerk)

2. Apologies: Nil

3. Public Question Time There were no members of the public present

4. Additional Office Support:

Agree new Job Description: Changes had been made to the Clerk's Job Description regarding line manager to the Groundsmen.

The revised changes were agreed

Draft Job Description for Assistant Clerk: This was agreed

Job Application Form: This had been amended to include the job share and was agreed.

Job Advert: This was discussed and amendments made. It was agreed to place the advert on Wiltshire Council website at a cost of £200 along with NALC; WALC; Parish Magazine and website

Shortlisting:

The deadline for applications is 29th September. The shortlisting will be carried out by Cllrs. B. Walton; T. Walton and the Clerk by 5th October

Interview Panel – this will comprise Cllrs B. Walton; T. Walton and the Clerk and interviews will be held on 24th and 25th October.

5. Date of next meeting:

Next meeting – 25th September 2023

Meeting closed at 8.55 pm

Chairman