



BOX PARISH COUNCIL

MINUTES OF A ADDITIONAL MEETING OF THE PERSONNEL COMMITTEE HELD ON 4TH NOVEMBER 2024

- 1. Present:** Councillors: B. Walton (Chairman) N. Ingledew;
M. Tye; T. Walton;
M. Carey (Clerk)
- 2. Apologies:** Cllr D. Dorey; H. Barbrook (Assistant Clerk)
- 3. Public Question Time** There were no members of the public present
- 4. Replacement for Assistant Open Spaces Worker:** Following the resignation from Chris Drake wef 6th November 2024 it had been resolved at the Full Council meeting on 31st October that the recruitment process for his replacement be devolved to the Personnel Committee to progress

Cllr B. Walton explained that following discussions with the Clerk and with the Open Spaces Manager it was suggested that the role be split in two ie an Open Spaces Worker to be employed for 30 hours a week and a Cleansing and Maintenance Operative to be employed for 8 hours a week

Draft Job Descriptions and Adverts for the two positions had been drawn up and circulated to the Committee.

These were discussed fully and amendments suggested.

The final documents will be circulated for agreement and the Adverts will be put in the Parish Magazine; Indeed; Corsham & Box Matters; Lackham College; Notice Boards and on Facebook

The time line was agreed as follows:

Deadline for applications – 6th January 2025
Short listing of applications - 7th January 2025
Interviews - week commencing 13th January 2025

The Committee were asked to come up with suitable questions for the interviews

Draft Contracts will be drawn up

- 5. Date of next meeting:** 25th November 2024

Meeting closed at 9.30 pm

Chair