

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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22nd January 2024

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 29th January 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 27th November 2023 and Confidential Appendix A to Minutes and to consider any matters arising from the Minutes including:**
 - **List of outstanding/completed jobs - update**
 - **Staff training – NPTC level 2**
 - **Safeguarding Policy – to be reviewed by the Buildings Management Committee - update**
 - **Holiday calendar - update**
 - **IT update – new equipment required - new laptop for job share/new email for job share**
 - **Parish steward – update on feedback**
3. **Machinery and Tools**
 - **Mule – budget implications**
 - **Sale of John Deere – purchase of roller – update**
 - **Update of tool inventory**
4. **Members of the public will be excluded for any confidential items in accordance with the Public Bodies (admission to meetings) Act 1960**
 - **Review of Job Descriptions**
 - **Additional office support**
 - **Update on recruitment for Assistant Clerk. Start date, training, flexible working in February and probationary period**
 - **Contract for Assistant Clerk**
 - **Contract for current Clerk. Transition and process for change in role; hours and job description. Payment of gratuity at end of current contract**
 - **Salaries for new roles (accounting for pay rise)**
 - **Revised Job Descriptions**
5. **Items of report and future Agenda items**
6. **Date of next meeting: 25th March 2024**