

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

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11th July 2022

Dear Councillor,

You are summoned to a meeting of the **Personnel Committee** to be held at **the Parish Council Offices** on **Monday 18th July 2022** 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 meeting held on 23rd May 2022 and matters arising:
 - List of outstanding jobs - update and completion of roof in tractor shed
 - Work Experience Student – update
 - New time sheets – feedback
 - List of tools required - purchase of new battery operated brushcutter
 - Feedback on new electric mower – certificate of competency

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

3. Items for discussion:
 - Update on feasibility study to look at the management of the Cemetery
 - Staff holidays
 - Discussion re job specification for additional part time member of admin staff
 - Mule – to look at the termination of the Lease and replacement with electric vehicle
 - Draft Safeguarding Policy
4. Date of next meeting – 19th September 2022