



Boxley

PARISH COUNCIL

www.boxleyparishcouncil.gov.uk

Beechen Hall, Wildfell Close, Walderslade,
Chatham, Kent ME5 9RU.

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✉ clerk@boxleyparishcouncil.gov.uk

Clerk: Daniela Baylis

Assistant Clerk: Heidi Pearson

Finance Assistant: Nichola Carter

Extraordinary Personnel Committee Meeting Agenda 17 August 2026

Members are hereby summoned, and notice is given that an Extraordinary meeting of the Personnel Committee will be held on Monday 17 August 2026 at 5.45 pm at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU.

1. Apologies and absences
2. Declaration of Interests, Dispensations, Predetermination or Lobbying
3. Motion to exclude the press and public from the meeting for all items in the Confidential Section
4. Personnel Budget: To agree a recommendation to Full Council to increase the Personnel Committee's budget by £2,000 to cover external HR support costs.
5. Contingency Budget: To agree a recommendation to Full Council to create a Personnel Committee contingency budget of £3,000 to cover future unforeseen expenditure

CONFIDENTIAL SECTION

6. Grievance Support: To consider a motion to appoint BPC's HR support company to manage the Grievance process required due to a complaint received.

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 12 August 2026