



Boxley

PARISH COUNCIL

www.boxleyparishcouncil.gov.uk

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

☎ 01634 861237

✉ clerk@boxleyparishcouncil.gov.uk

Clerk: Mrs Daniela Baylis

Assistant Clerk: Heidi Pearson

Finance Assistant: Nichola Carter

To All Members of the Council, Press and Public

There will be a meeting of the Personnel Committee on 24 August 2026 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU at 18:30. The Chairman will assume that all Members will read the reports before attending the meeting. Members are asked to submit questions to the Chairman in advance of the meeting to enable a response to be given at the meeting.

A G E N D A

1 Apologies and Non-Attendance

2 Declaration of Interests, Dispensations, Predetermination or Lobbying.

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda.

3 Motion to exclude the Press and Public from items in the Confidential Section

CONFIDENTIAL SECTION

4 Amended Minutes of the meeting of 22 June 2026

5 Minutes of the meeting of 27 July 2026

To consider the minutes of the meeting and if in order sign as a true record.

6 Matters arising from the minutes.

7 Legal Requirements for HR Agenda & Minutes published on the website

8 Staff Matters

9 Terms Of Reference & Standing Orders

10 Policies

11 Job Specification for Woodland Manager

12 HR Support

13 Date of next meeting

14 Close of meeting

Daniela Baylis

Daniela Baylis
Clerk to Boxley Parish Council

Date: 17 August 2026

In accordance with policy the meeting should last no longer than 2 hours but the Chairman has power to extend it by 30 minutes.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record need to declare they are doing so before start of the meeting. No part of the Confidential Section can be recorded except for the designated minute taker with the permission of the Committee