



Boxley

PARISH COUNCIL

www.boxleyparishcouncil.gov.uk

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

☎ 01634 861237

✉ clerk@boxleyparishcouncil.gov.uk

Clerk: Daniela Baylis

Assistant Clerk: Heidi Pearson

Finance Assistant: Nichola Carter

Extraordinary Personnel Committee Meeting Agenda 23 September 2026

Members are hereby summoned, and notice is given that an Extraordinary meeting of the Personnel Committee will be held on Wednesday 23rd September 2026 at 6.30 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. To consider the business continuity implications following the resignation of a member of staff

CONFIDENTIAL SECTION

5. To consider the process and method of recruiting a new Assistant Clerk
6. To ratify the decision made to allow the Assistant Clerk to work from home on Tuesday 22nd September 2026 and further consider the request to work from home for her notice period.

Daniela Baylis

Daniela Baylis
Clerk to the Council.

Date: 18 September 2026