



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 29th JANUARY 2024

- 1. Present:** Councillors: B. Walton (Chairman); R. Davies;
S. Parker; M. Tye; T. Walton; D. Wright
M. Carey (Clerk)
- 2. Apologies:** Nil
- 3. Public Question Time** There were no members of the public present
- 4. Minutes:** The Minutes of the meetings held on 27TH November 2023 were agreed and signed as a true record.
- 5. Matters Arising from the Minutes:**
 - a. List of outstanding jobs – update:** The updated list of outstanding jobs was discussed.
Priority
 - FA App – taking soil samples
 - Safety signs put up in Lovar Garden
 - Cut ivy from an Ash tree in Allotment to avoid further limbs falling
 - Handrail in Under 7s – Ascertain how many posts are needed - these can be collected from Cllr Wright
 - Removal of tree in Market Place Car Park
 - Cutting back vegetation over road signs
 - Treating moss on surface of Tennis Courts and look at remarking the lines
 - Remove fallen shrub over footpath at top of Valens Terrace
 - Remove Hazel growing out of fence by the Vicarage and removal of broken concrete
 - Remove small post from the top of Valens Terrace and tidy up area
 - b. Staff Training:**
The Groundsmen had completed the Lantra Awards Technical Award in Brushcutters/Strimmers on 18th January.

Joel has still to complete the certification for the Chainsaw Cross Cutting, Maintenance and Felling up to 380mm training carried out last year. Clerk to arrange a date for this as soon as possible, before the end of March
Action: MC
 - c. Safeguarding Policy:** This is being updated by the Buildings Committee
 - d. Holiday Calendar:** This has been drawn up.
 - e. IT update:** Quotations received from EFX Solutions for a new laptop in the sum of £359.97 and a refurbished one at a cost of £160. Cllr T. Walton to check the specification for the refurbished laptop and if satisfactory it was agreed that this should be purchased. A new email to be set up for the Assistant Clerk - support@boxparishcouncil.gov.uk
 - f. Parish Steward – feedback:** All Parish Stewards had been helping with the recent flooding and were now on potholes. There is still no evidence received of the work that is being carried out despite Wiltshire Council stating that it

was looking into this. All Councillors have been asked to submit details for his next visit on 7th and 10^h March.

6. Machinery and Tools

a. Discussion on replacement Mule

At the Full Council meeting held on 25th January 2024 it had been **resolved** to purchase the HiSun Sector Lithium-Ion 15kw wide-body machine from Off-Road Electrics in the sum of **£31215 + vat**

The order had been placed with a lead time of 2-3 weeks.

The maintenance costs for this will be £195 every six months; replacement brake pads £250. The MOT will not need renewing for three year.

The Clerk has been trying to ascertain the hand over date for the Mule and also the quotation for the work required to the four wheel drive and whether there is any other work required. She will contact T.H. White again tomorrow.

Action: MA

b. Sale of John Deere ride-on/purchase of a roller: Quotation obtained from John Miller for a trade in of the John Deere ride on mower against the cost of a Logic ballast roller. The trade in figure had been significantly reduced from a previous quote because this is not being traded in for a replacement mower. Further quotation for a Logic ballast roller received from Off-Road Electrics – Clerk to check what the best price for this would be.

Post Minute note: Off-Road Electrics have reduced the quote for the roller by 10%

It was agreed to look at selling the John Deere ride-on mower on Ebay as it was felt that this was worth considerably more than offered in the trade in from John Miller.

Post Minute note: Since the meeting the John Deere ride-on mower has been sold privately for £1750

c. Tools wish list update Cllr B.Walton agreed to update this with Joel

Action: BW

7. Matters relating to Staff:

a. Additional Office support:

Three applications had been received for the job share post of Assistant Clerk but only one applicant called forward. The position has been provisionally offered to Helen Barbrook

At the present time she will need to give four weeks' notice from her present position but should be able to come in for a few hours during February to shadow the Clerk and get to know the work. It is thought that she will be able to take over facilities management of the Pavilion and the lettings.

A contract for the Assistant Clerk will need to be drawn up and a template of the new model contract had been obtained from NALC.

A formal start date of 1st April 2024 was agreed with a probationary period of three months.

The starting salary for the Assistant Clerk is shown in Confidential Annex A attached to these Minutes. This will be reviewed at the end of the probationary period.

It was agreed to have a further meeting with Helen to discuss the logistics of the role and how the work will be divided up with be decided once she takes up the position. The present Clerk will continue as the Responsible Financial Officer (RFO) and deal with the Burials etc.

Current Clerk:

Because the role of the Clerk will be changing to a job share with reduced hours an amended Contract will be required. It was felt the HR advice should be obtained for this and also to go through the terms of the new model contract

Post Minute Note: ACAS states that a contract may be changed if both side are agreeable to this and if it is to reflect a change in the job role

As the current Clerk's role and contract was changing it was **recommended** that the gratuity which has accrued should be paid from 1st April 2024.

The Clerk's salary is shown in Appendix A to these Minutes

Job Descriptions

Revised Job Descriptions to be drawn up to reflect the Job Share.

8. Items of report:

- It was requested that all documents and quotations discussed should be made available to Committee members prior to the meeting.
- Future Agenda item – discussion on hours for the Parish Cleaner

9. Date of next meeting:

Next meeting – 25th March 2024 but an additional meeting may be needed before then to finalise the arrangements for the new Assistant Clerk

Meeting closed at 8.50 pm

Chairman