



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 23<sup>rd</sup> MAY 2024**

- 1. Present:** Councillors: B. Walton (Chairman) M. Tye; T. Walton; D. Wright  
M. Carey (Clerk) H. Barbrook (Assistant Clerk)
- 2. Apologies:** Cllrs: R. Davies; S. Parker
- 3. Public Question Time** There were no members of the public present
- 4. Minutes:** The Minutes of the meetings held on 25<sup>th</sup> March 2024 were agreed and signed as a true record.
- 5. Matters Arising from the Minutes:**
  - a. **Update of tools inventory:** This had been circulated. The new requirements are:
    - New small tipper trailer - approximately £700
    - Broom/multi-tool; net for pond - approximately £100
    - Extension pole - £99
    - Backpack Harness kit - £189
    - Pointed spade - £45.94
    - Two snatch blocks - ££199.96
    - Two tree saver - £56.96
    - Shackles - £46.52
    - Winch line damper - £45.04

It was **recommended** that these tools are purchased at a cost not to exceed £1500
  - b. **Office equipment/service provider:** It was agreed to carry out an annual review of the IT equipment before the budget setting meeting.
  - c. **List of outstanding jobs – update:** The updated list of outstanding jobs was discussed.

Priority

    - Cut back vegetation over road signs
    - Broken step on bridge
    - Spray weed in Under 7s and Rock Circus  
A laminated notice to go up to notify users of the Recreation Ground
    - Remark netball lines
    - Remove hazel by Vicarage wall
    - Repairs to concrete path in Cemetery – Clerk to order necessary materials
    - Reoil the Blind House door
    - Bus shelters - to be discussed at Planning Committee

The issue of purchasing more plugs for tree stumps was discussed and it was agreed no more plugs be purchased and the stumps be managed by coppicing on a three year cycle unless there are special circumstances ie a tree growing out of a wall. This will be added to the Tree Policy.

Completed

- Patch pond liner
- Cricket grass reseeded
- Remove Spanish bluebells
- Pruning Laurel

The Groundsmen to use the tablet to photograph any completed jobs or if they see anything that needs attention. The Battery App for the Pavilion is on the tablet but needs to be reset as soon as possible. Clerk to write to Liam at John Beazer.

**6. Staff**

**Appraisals:**

The objectives from last year were discussed and issues arising from this year's Appraisals. See Confidential Appendix A

It was agreed to ask Daniel Part to involve the Groundsman in more of the tree work to build up his knowledge and confidence for completion of Assessment of NPTC level 2

Emergency 1<sup>st</sup> Aid training to be booked for November 2024

**Parish Council Cleaner:** Cllr Parker had spoken to the Cleaner and it was agreed to ask her to revert back to completing the time sheets

**Additional Office support:**

The Contract of Employment had been signed.

A probationary plan had been drawn up to meet targets by the end of the three month probationary period.

The booking software had been set up and a test run on this will be carried out before it is put onto the website.

It was stated that the current Job Description for the Assistant Clerk, which forms part of the Contract of Employment, does not need changing. The job share division of hours and delegation of duties will be agreed at the end of the probationary period.

**Transition process:** The Assistant Clerk is currently attending all of the meetings to get an overview of the work of the Council. These will be shared in the future when the probationary period has been completed.

**7. Items for discussion:**

**Risk Assessments:**

The Risk Assessments for Tools/Machinery and for Use of Hazardous Materials are to be reviewed and copies handed to the Groundsmen. It was suggested that there is a staff meeting with them to go through these

**Policies:** Assistant Clerk to go through these to check dates of the next review. It was agreed Review of Policies should be a substantive Committee Agenda item.

**Personnel Asset Register:** To be completed

**8. Items of report and future agenda items:**

- Inventory of Office equipment to be drawn up

**9. Date of next meeting:** 29<sup>th</sup> July 2024

*Meeting closed at 8.05 pm*

**Chair**