



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 15th JULY 2024

1. Present: Councillors: B. Walton (Chairman) N. Ingledew; M. Tye; T. Walton;
M. Carey (Clerk) H. Barbrook (Assistant Clerk)

2. Apologies: Cllrs: D. Dorey

3. Election of Vice Chair: Cllr Dorey was elected Vice Chair of the Committee

4. Terms of Reference for Committee and agree policies that the Personnel Committee are responsible for:

The revised Terms of Reference were agreed subject to a few minor amendments.

Staffing Structure: The revised Staffing Structure referred to in the Terms of Reference was discussed and amendments agreed. The Clerk will be the line manager for the Staff and the Parish Council Personnel Committee Chair would be the line manager for the Clerk.

Policies: The list of policies was agreed with the addition of “procedure” after Safeguarding.

The schedule for review of the policies was agreed. An additional column to be added to show if it is a model NALC policy
The Appraisal Form and Leave of Absence would be reviewed at the next Committee meeting.

5. Public Question Time There were no members of the public present

6. Minutes: The Minutes of the meetings held on 23rd May 2024 were agreed and signed as a true record.

7. Matters Arising from the Minutes:

a. **Update of tools inventory:** The tools inventory is being updated by the Open Spaces Manager and PPE will be added to this.

The new tool requirements detailed in the previous minutes will be purchased shortly.

b. **Office equipment/service provider:** The IT provider had set up the emails for Volunteers and the Great West Way. He will be looking at setting up a secured shared site on the website so that Councillors can access documents for meeting.

c. **List of outstanding jobs – update:** The updated list of outstanding jobs was discussed

Priority

- Cut back vegetation over road signs
- Lovar Garden – formation of brushwood berms in Pond
- Remark netball line – to be done within the next week
- Reoil the Blind House door – Cllr T. Walton has a breathable seal that should

be used.

- Bus shelters - Assistant Open Spaces Manager to forward details of dimensions etc and photos of works required to the Clerk so that this can be discussed at the Planning Meeting
- Lacy Wood – paths have been strimmed
- Coppicing trees in Thoday Wood – the members of staff need a plan for this
- Hornbeam in Cemetery – the branch has been cut back
- Battery App for solar panels
- Market Place Car Park – vegetation to be removed from the party walls.
- Arisings on Common – Cllr Dorey to ask the Community Pay Back team to clear these
- Cut dead box trees down at Parish Council Offices

Following the report from the Best Kept Village Competition it was agreed that all Parish Council Assets must be kept weed free

8. Staff

Appraisals:

Following the last round of Appraisals a letter had been received from a member of staff – See Confidential Appendix A

Council Cleaner: Issues relating to the Cleaner were discussed
See Confidential Appendix B

Assistant Clerk:

A probationary meeting had been held on 2nd July and the probationary plan agreed

It was **recommended** that Clerk and Assistant Clerk continue to work in tandem until the end of September with the aim of working as independently as possible

It was agreed that there should be clarity, following meetings, as to who carries out actions. Unless otherwise specified all actions should be carried out by the Clerks.

A questionnaire to be circulated on Councillors' training requirements.

9. Items for discussion:

Training

NPTC level 2 – Assessment to be rebooked for February. Clerk to ask Daniel Part to discuss work that the Groundsmen can carry out in Lacy Wood.

Training in use of Fire Extinguishers – Training to be arranged for staff and anyone using Council buildings

Emergency First Aid for Outdoor Workers – Training book at Greenway Training Ltd on Monday 18th November

A tab for all the training to be added to the Forward Plan

Risk Assessments:

Use of tools/machinery and use of hazardous materials: Risk Assessments have been Reviewed and the CoSH data sheets updated - Discuss further at the next meeting

Risk Assessments to be completed and submitted ahead of events ie erection of Christmas Tree

Asset Register – This is being drawn up

Servicing of UTE: It was agreed that the UTE is serviced at a cost of £195 + VAT subject to obtaining a schedule of work for the servicing and details of how often this will be required.

Discussion on time sheets data: It was agreed to discuss how much time is being spent on the Cricket and Football pitches at the Playing Fields Committee meeting

10. Items of report and future agenda items:

- Tree Policy – this will go to the Finance & Governance Committee for review
- An extra refuse bin was required for the rubbish after Campfest. Details of the costings have been sent to the Campfest organisers.

11 Date of next meeting: 23rd September 2024

Meeting closed at 9.25 pm

Chair