



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 15<sup>th</sup> NOVEMBER 2021**

- 1. Present:** Councillors: R. Case (Chairman); S. Parker; B. Walton; D. Wright  
M. Carey (Clerk);
- 2. Apologies:** Nil
- 3. Minutes:** The Minutes of the meetings held on 28<sup>th</sup> September and 19<sup>th</sup> October 2021 were agreed and signed as a true record.
- 4. Matters Arising:**
  - a. Terms of Reference for Open Spaces Groundsman and Open Spaces Assistant Groundsman:** It was agreed to revisit these in January in line with the Climate Strategy Action Plan.
  - b. Training:** The two Groundsmen have been booked into First Aid Course on 26<sup>th</sup> November. The Open Spaces Groundsman has been booked into the Chain Saw course on 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> February
  - c. List of winter jobs:** The list had been drawn up and agreed. Cllr Case will liaise with the Groundsman re time scale for completion of the work. The Groundsman will notify the Clerk when items have been completed.
- 5. Policy review:** Two versions of the Appraisal form were considered and it was agreed that the revised one should be used with two additional sections added. It was agreed that the Appraisals should be carried out in February with a review in September. These will be carried out by Cllrs Case and B. Walton
- 6. Work Experience Student:** Clerk to ask Lackham College if they have a suitable candidate for work experience that would fit in with the work carried out at Box and to ask for a timetable for this. A zoom meeting could be arranged if required.
- 7. Terms of Reference for the Parish Clerk:** The Terms of Reference were discussed and amended and updated.
- 8. Succession planning:** Cllr Case stated that the Parish Council must be open for flexible working and should consider job share/part time working. The succession planning was discussed and it was **recommended** that money be put in the budget for this and that the Personnel Committee look at the possibility of providing additional office support. This will be discussed further at the next meeting.
- 9. Pay Review:** This will be discussed with the budgets. It was **recommended** that a Christmas bonus of £100 be paid to the members of staff.
- 10. Staff Holiday:** It was agreed that the Parish Council would be closed between Christmas and New Year. The staff would take the public holidays and the additional day as a day's leave.

**11. Items to be considered with the budget:**

- Purchase of waders for the Grounds staff
- Chain saw course for Assistant Groundsman - £515
- PPE for Chain saw use - £700
- One day tree survey course
- Succession planning – build up reserves
- Pay review

**12. Replacement Hedgecutter:** It was reported that the existing hedgecutter purchased in 2007 needs a service at a cost of £110 plus repairs. It was recommended that a new hedgecutter should be purchased to replace this at a cost of £320.83 + vat. This will include a 5.0ah battery

**13. Red Diesel:** It was reported that the use of red diesel for the maintenance of recreational facilities will cease from 1<sup>st</sup> April 2022.

**14. Date of next meeting:** 17<sup>th</sup> January 2022

**Chairman**

*Meeting closed at: 8.40 pm*