



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 23rd JANUARY 2023

- 1. Present:** Councillors: B. Walton (Chairman); S. Parker; T. Walton
D. Wright
M. Carey (Clerk)
- 2. Apologies:** Cllr R. Case had tendered her resignation from the Council.
Cllr B. Walton was therefore elected Chairman. Cllr T. Walton was elected Vice Chairman
- 3. Public Question Time:** Nil
- 4. Minutes:** The Minutes of the meetings held on 31st October and 14th November 2022 were agreed and signed as a true record.
- 5. Matters Arising:**
 - a. **List of outstanding additional jobs:** Cllr B. Walton had met with the Groundsmen and discussed the outstanding additional jobs. Due to both the Groundsmen taking holidays; attending training courses; the recent bad weather and dealing with other issues ie the Xmas tree and the flooding of the Pavilion some of the items had not been completed.
 - FA – some of the data needs resubmission
 - The Groundsman is to attend a Tree Surveying Course and will assess the trees after this
 - The plank by the sluice gate had been mended
 - Tree stumps – Cllr Wright reported that some Ash and Sycamore tree stumps on the Common need treating and he will mark these out. The Clerk will speak to the Groundsman
 - Picnic bench on Common – outstanding
 - Field Maples in Lacy Wood - to be done in February
 - Solar Lights Valens Terrace – to complete when weather permits
 - Sawyer memorial – Clerk to arrange help with Tony Jones to help the Groundsmen lay the memorial down
 - Marine ply needed for the play hut in the under 7s

It was agreed that no further jobs should be added to the list. Cllr T. Walton will update the spreadsheet and circulate it

Clerk to purchase a new First Aid Kit for the Tractor Shed and also individual ones for the Groundsmen to carry with them.
 - b. **Work Experience Student:** As there had been no interest from Lackham College it had been agreed not to continue to pursue this for this year. The funding put aside can be used if any jobs are identified that are outside the Groundsmen's remit.

The gate at the rear of the Council Chambers needs rehangng. Clerk to pursue this. It was suggested that the Community Payback Team could dig the turf on the Recreation Ground for the hedge planting and also the painting of the play equipment.

The Cotswold Wardens could carry out coppicing in the Lovar Garden. **Action: DW**

c. Staff Training:

Both Groundsmen had completed the Chain Saw courses. Joel needs to return for the certification.

It was agreed that an additional chain saw was needed and it was **recommended** that an Ego CS1800E cordless battery operated be purchased at a cost of £313.33 + vat

A new grit spreader was also needed and it was **recommended** that this is purchased at a cost of £300 + vat

As the Groundsmen no longer use red diesel it was agreed to ask local farmers if they would wish to buy the tank which is only a few years old.

6. Office Equipment Review - Cllr N. Ingledew had looked at all the Council IT and drawn up a report. It was agreed to ask him to the next meeting on 20th March to discuss this.

7. Replacement Mule: The Groundsman is currently investigating replacement vehicles.
Post Minute Note: The Lease is dated 20th February 2019 for five years

8. Purchase of a tablet for the Groundsmen: It is **recommended** that an OUKITEL R2 tablet is purchased at a cost of £307.50 + vat. It is also **recommended** that a monthly SIM only package is set up with GiffGaff at a cost of £10 a month

9. Tools list – donation of spare brushcutter to Cotswold Wardens: The tools were discussed above.

It had been agreed that a battery operated combi-tool be purchased and money had been put in next year's budget for this. It was agreed to purchase this equipment first before offering the two brush cutters to the Cotswold Wardens though one might be available. Cllr Wright to look at equipment with Groundsman to check suitability/availability.

10. Items for discussion:

Staff Appraisals: In light of the resignation of Cllr Case it was agreed that the next round of Appraisals should commence in April with a review carried out in October. It had been agreed that the Council should look at Performance Related Pay Awards so that if the targets set are met there could be progression up the Spine Points. Cllrs B. Walton and D. Wright to carry out appraisals.

Additional office support: A draft Recruitment and Selection Policy and Job Application Form had been circulated. It was agreed that these be redrafted. A Job Description and Person Specification will also be drawn up. An additional short meeting will be held on 13th February 2023 after the Finance & Governance meeting to agree these.

Update on Staff holiday allocation: The Clerk had drawn up a spreadsheet of the holiday entitlement and days remaining. The staff were encouraged to take more holiday before the beginning of April to use up the outstanding leave which included the amount rolled over for two years due to Covid. This cannot be carried forward to the next financial year.

11. Date of next meeting: 20th March 2023. A short additional meeting will be held following the Finance & Governance meeting on 13th February.