



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 23RD MAY 2022

- 1. Present:** Councillors: R. Case (Chairman); S. Parker; B. Walton; A. Woollard;
D. Wright
M. Carey (Clerk);
- 2. Apologies:** Nil
- 3. Public Question Time:** Nil
- 4. Minutes:** The Minutes of the meetings held on 21st March 2022 were agreed and signed as a true record.
- 5. Matters Arising:**
 - a. Work Experience Student:** Cllr Case had met with the Work Experience Student on 12th May and he had not raised any issues. However, he did state that he was looking to pursue Farming and did not know if the placement would fit with this. Also the student does not appear to be as committed as it was hoped as he had only attended for three days this month. It was agreed to speak to Lackham College and ask for an alternative from September and not to offer any more hours during the summer.
 - b. Training:** The training courses at Lackham had been postponed. Clerk to ascertain if these will be recommencing in September. There is an intensive Chain Saw Course being run at Wadswick. This is more intensive and longer hours, being run every Monday afternoon. The Groundsmen did not wish to commit to every Monday. However, Cllr Wright stated that the course could be tailor-made to suit if required.
 - c. List of additional jobs:** Cllr Case had met with the Groundsmen on the 12th May and most of the work had been completed. However, it had been agreed that the items from the RoSPA reports should not be on this list. It is **recommended** that there is a named Councillor who meets with the Groundsmen at least six times a year (before school holidays) to inspect both play areas. The Groundsmen will continue with their weekly inspections. Any other additional jobs that are raised at Committee meetings should be brought to the Personnel Committee. Cllr Case will update the list and circulate to the other committee members.
It was also agreed to pursue the one day Tree Assessment course.
 - d. Ordering of materials/supplies in advance:** It was agreed that the Groundsmen should have a stock list and a requisition sheet for ordering any materials/supplies in advance before they run out. The Clerk will draw up a check sheet for this and it was agreed that the Groundsmen should go through this with the Clerk on the first Thursday of every month.
- 6. Issues raised by Staff:** There had been a staff meeting held on 26th April when it was agreed to look at the work load of staff and how this is managed across all areas. The issue of additional staff had been discussed and it had been agreed to ask the Cemetery Management Committee Chairman to this meeting.

It was suggested that the Council should look at whether it is more cost effective to use

contractors or employ an additional member of staff – particularly in relation to the Cemetery. It was **recommended** that a working group, including a representative from the Cemetery Management Committee, be set up to carry out a feasibility study to look at the pros and cons of contractor/additional employee taking into account the work load, equipment that would be required etc.

Cllr Wright had been asked to quantify the work required on all three areas of the Common. He had drawn up a table showing that about 47 working days would be required to carry out all the jobs listed in the Chalkhill Management report. The work required on the Common is mostly Autumn/Winter apart from the regular mowing whilst the work on the Recreation Ground and other areas is more Spring/Summer. Cllr Woollard agreed to draw up a similar table for the work in the Cemetery to take back to the working group.

It had also been discussed at the Appraisal meeting that there is a potential need for an additional part time member of admin staff to cover items such as the running of the website and the pavilion bookings. It was agreed to draw up a job specification to bring back to the next Committee meeting.

7. New Time Sheets: A new time sheet had been drawn up which was more detailed. It was agreed to look at this at the next Appraisal review and discuss with the Groundsmen. It had also been discussed at the staff meeting that the Groundsmen should have the use of a shared tablet and not have to use their own phone and that they should have a Box Council email address.

8. List of tools required: As well as the purchase of replacement hand tools it is **recommended** that the following electric power tools be purchased. The Groundsman had chosen the particular brand of Makita as these will then be compatible with the existing batteries.

Sander: Makita 18v random orbit sander 5" DBO180RTJ £263.95

Muti tool: Makita 18v multi tool DTM51ZJX7 £165.00

Circular saw: Makita 18v circular saw DSS610Z £128.00

Small angle grinder: Makita 18v angle grinder bare unit DGA467Z £168.00

Jigsaw: Makita 18v £120

Planer: Makita 18v planer bare unit DKP181Z £208.75

9. Items of report and future agenda items:

- The grass at the junction up to Rode Hill needs cutting
- It was reported that ID Verde supply play equipment
- The Extractor fan in the public toilets does not work
- The fire door at the Jubilee Youth Centre does not shut properly
- It had been reported that there was more dog mess on the Recreation Ground than usual

Chairman

Meeting closed at: 8.15 pm