



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 28<sup>th</sup> SEPTEMBER 2021**

- 1. Present:** Councillors: R. Case (Chairman); S. Parker; B. Walton; D. Wright  
Council Staff: M. Carey (Clerk); J. Arney (Open Spaces Groundsman);  
Chris Drake (Assistant Open Spaces Groundsman)
- The members of staff were in attendance as this helped address the issue re communication

- 2. Apologies:** Nil

- 3. Update on issues with the staff:**

Joel reported that he would welcome monthly meetings on the Recreation Ground, Common and Lacy Wood.

Play Area at Rudloe: It was reported that a temporary play area may be put in. The Parish Council would need to know how much it would cost if it took over management of the new play area. Cllr Wright agreed to look at salvaging the fence and the signs before they are demolished and to see if any of the items of equipment could be used on the Common. Joel and Chris will continue to maintain this area.

Cllr Wright stated that one of the conditions for the Farming in the Protected Landscape funding application was the requirement for a Action Plan. This may need more hours to meet this.

It was stated that the workload for the Groundsmen had increased over the years and any additional jobs need to be discussed beforehand. More communication is needed re the winter jobs. A list to be drawn up by the Playing Fields & Pavilion Management Committee and the Box Hill & Rudloe Open Spaces Committee which Cllr Case will prioritise. Any jobs that cannot be done would need to be contracted out for someone else to do.

- 3. Minutes:** The Minutes of the meeting held on 9<sup>th</sup> August 2021 were agreed and signed as a true record.

- 4. Matters Arising:**

- Update on training:

First Aid courses for the two Groundsmen to be booked for 26<sup>th</sup> November at Bath Cricket Club at a cost of £126 + vat per person

Tree Inspection Course – it was agreed that this was something the Committee could look in to. Cllr Case will speak to Richard Cripps about this

Chain Saw course: It was **recommended** that Joel be booked onto the Level 2 Certificate in felling small trees up to 380mm. This will be a three day course on 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> February at a cost of £595

It was agreed to obtain details of the basic Chain Saw course for Chris to undertake. He

would need safety clothing for this.

Equipment: The Groundsmen were asked to prioritise what is needed. It was agreed to purchase two pairs of waders for use in the Pond.

It was agreed that the expenditure for training and equipment should be included in the Personnel budget

- Replacement mowers: It was asked where the Council were with this. It was agreed to invite Cllrs Campbell and Barton to an additional Committee meeting on **Tuesday 19<sup>th</sup> October** to discuss this and present the options. The Groundsman was asked to list all the requirements of what was needed in the new mowers and it was agreed that they would need to be the right equipment for the work undertaken.

It was reported that the Mule cannot use red diesel but the council could buy ordinary diesel. It was agreed to discuss this at the next meeting.

**4. To discuss arrangements in the event of a further lockdown – ensure that there is adequate PPE:** It was confirmed that in the event of a further lockdown there is adequate supplies of masks, gloves, bacterial spray etc and it was agreed that the staff would automatically revert to the previous arrangements. The office would be closed and the Grounds staff would work independently and social distance. The disabled toilet would be the only public toilet open. There would need to be a notice displayed on the boards and website explaining how parishioners could help with this ie not to visit the office, approach members of staff etc.

**5. Policies:** The Lone Working Policy and the Child Protection Policy had been reviewed. Copies to be sent to the members of staff.

Appraisal policy: Cllr Case will obtain other models and this will be discussed at the next meeting in November. The Appraisal reviews are due in April. Follow up checks will be carried out and the members of staff can be invited to attend Personnel meetings.

**6. Future of Work Experience Student:** It was agreed that the Council should be keen to invest in this moving forward. The student would need to be horticultural based and not agricultural. The Clerk had asked Ann Simpson from Lackham for suitable dates to meet to discuss this. It was agreed that a remote meeting may be easier for her.

It was agreed that Tobie had been a great help working with Joel and Chris.

Cllr Wright stated that a Conservation Plan had been drawn up for the Common. A copy will be sent to the members of staff.

**7. List of Winter jobs:** Committee Chairmen to draw up the list and Cllr Case will prioritise these.

**8. Terms of Reference for members of staff:**

Groundsman and Assistant Groundsman: These were reviewed and a few changes were made. The Committee Chairmen should meet with them to discuss these further. Cllr Case will meet with Chris to discuss time allocated for some of the responsibilities.

Clerk: To be reviewed at the next meeting in November.

It was also agreed to discuss succession planning at the November meeting.

**9. Pay Review – discussion:** This was deferred to the meeting in November