



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 31st OCTOBER 2022

- 1. Present:** Councillors: S. Parker (Chairman); B. Walton; T. Walton
D. Wright
M. Carey (Clerk);
Cllr R. Campbell
- 2. Apologies:** Cllr R. Case. In the absence of Cllr Case the chair was taken by Cllr Parker
- 3. Public Question Time:** Cllr R. Campbell attended to speak on item 6i on the Agenda
- 4. Minutes:** The Minutes of the meetings held on 18th July 2022 were agreed and signed as a true record.
- 5. Matters Arising:**
 - a. List of outstanding additional jobs:** A spreadsheet had been drawn up and this was discussed and updated. The Clerk will go through this with the Groundsman. With regards to the fitting of the bed and toilet seat in the Blind House it was agreed that any future quotes should be a price for supplying and fitting as this had taken up a lot of the staff's time.
Cllr B. Walton had gone through the time sheets from 9th May to 17th October which showed that there had been 21.75 days spent on the Common
 - b. Work Experience Student:** The Clerk had asked Ann Simpson from Lackham to pursue the possibility of finding a Work Experience Student. If this is not possible it may be necessary to look at employing Casual Labour to help with some of the work.
 - c. Staff Training:**
Both Groundsmen completed a First Aid Course in November 2021
Joel has been booked onto a Tree Survey course at Greenway Training Centre at a cost of £180 + vat
Further courses:
 - Joel - Felling & Processing Trees up to 380mm - £395 + £250 for a certificate
 - Chris - Two day Chainsaw Course £295. In additional it would be necessary to purchase PPE for Chainsaw use
- 6. Forward Plan:** This had been circulated
 - **Staff Holidays** – a holiday planner had been drawn up
 - **Staff Appraisals** – these would need to be carried out in May and completed over a couple of day. A review would then be held in October
It was agreed that the Council should look at Performance Related Pay Awards so that if the targets are met there could be progression up the Spine Points. This will be considered with the budget
- 7. Items to be considered with the budget:**
 - Tablets for staff - It was agreed to look to see if there is any money in the budget for

- these to be purchased this financial year
- 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 14th November to discuss this.
 - Machinery/tools/repairs – A inventory of machinery had been drawn up and circulated A list of additional tools totalling £1500 had been drawn up. This will be considered with the budget. An additional electric chain saw to be considered.
 - Replacement Mule – Clerk to establish the date for the end of the Lease and the final terms re the transfer of ownership to the Council. Money needs to be built up in the budget towards a deposit for an electric vehicle.
 - Salaries – the pay award is estimated to be between 7.2-10%. It was agreed to check if overtime for full time staff can be paid.

8. Items for discussion:

- a. **Feasibility study to look at the management of the Cemetery:** Cllr Campbell had drawn up a document outlining possibly costs for employing an additional member of staff. He was thanked for this which would be considered in the future.
- b. **Parish Clerk – additional support:** This was discussed. The pay salary would need to be agreed and also the strategy for going forward and whether this person could be a potential Clerk for the future. Cllr T. Walton had discussed this with the Clerk and had drawn up a specification of what the roll would be including electronic bookings of the Pavilion; possible booking of the tennis courts; preparation for Council meetings and Planning meetings. Cllr Walton will complete the draft job description and person specification.
- c. **Clerk's holiday:** The Clerk will be away from 16th – 29th November. Cllr S Parker will cover the answer machine and the post. Councillors to be asked not to send emails to the Clerk during this time unless urgent. Agendas for the meetings will be drawn up and Cllr S. Parker agreed to take the Minutes for the Box Hill & Rudloe Open Spaces and the Playing Fields & Pavilion Management Committee meetings. The Full Council meeting will be recorded. The Clerk will go over the arrangements for any burials with Cllr T. Walton and notify the Funeral Directors that she will be away.

8. Date of next meeting: 19th September 2022

Meeting closed at 9.05 pm

Chairman