



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE ON 14th JULY 2025

1. Present: Councillors: B.Walton (Chair); M.Tye and T. Walton

Mrs M.Carey (Clerk); Mr S.Vickery (Clerk)

2. Apologies: Cllrs D.Dorey, N.Ingledew

3. Absence: Nil.

4. Public Question Time:

There were no members of the public in attendance.

5. Declarations of Interest: Nil

6. Minutes:

The Minutes of the Personnel Committee on 24th March 2025 and 22nd April 2025 were taken as read and signed as a true record.

7. Matters / Actions arising from the Minutes

a. **Machinery, Tools & PPE – September request.**

It was agreed to ask the OSM to start to compile a list of requirements for tools in 25/26 (such as a cordless Hoover (Cemetery), battery power washer etc). The new Clerk would undertake an inventory check in September. There would also need to be a purchase of winter waterproofs for the team. **Action: OSM to compile a list.**

b. **Office equipment/service provider – September request.**

Improvements to Councillors IT was discussed.

It was **recommended** to propose that all councillors move to a Parish Council laptop with Council email in due course. There would be a need to sign a revised IT policy and to ensure that the laptop was handed over on departing the Council.

In addition, the Clerk noted the need for a new office paper-shredder.

Members of the public were excluded for any confidential items in accordance with the Public Bodies (admission to meetings) Act 1960

8. Staff

a. **Probation.**

i. **Mid-review - Open Spaces Worker/Cleansing and Maintenance Operative.**

The Clerk reported back on the positive mid-Probation review with the OSW and C&M Op. There were some outstanding tasks to complete in terms of training (spraying and mower knowledge). It was also agreed to enter new training requirements on to the forward plan (H&S and chainsaw etc). The end of Probation review would be scheduled for the end of August.

ii. **Mid-review for the new Clerk. CiLCA in Aug 25 or Feb 26.**

It was agreed that the new Clerk would commence CiLCA training in Feb 26. His end of year Probation interview would be planned for late August with the Chair of the Personnel and one other.

b. **Feedback from Team meeting. There were a number of items discussed as a follow-up to the recent team meeting.**

- i. Keys triangular for the Hills bins are being ordered.
- ii. Cricket club.
 - Since the Club has now purchased their own mower, the Club would be requested to use the compost area for grass cuttings.
 - Some Councillors remained concerned about the time spent mowing the cricket outfield, but noted an improved balance of effort.
- iii. In the Lovar Garden, it was suggested to introduce some gabion baskets to the stream. This will need to be budgeted for and a plan will need to be developed. **Action** playing fields committee
- iv. Administration. In the longer term, an online shared update of time and check sheets was proposed to streamline administration. Concern remained over the division of time between areas of the Parish, notably Rudloe and Box Hill Common.
- v. Playground check sheets. It was noted that some updates to the check sheets were just repeats and it was suggested that a rolling actions list was produced. The Basketball court slip hazard from June needs to be addressed. **Action: Clerk to produce the actions list.**
- vi. Chapel. This can be cleaned weekly, not twice per week.

c. **Appraisal Policy and timetable. Mid-year review for OSM.**

See point 8a. Dates for Appraisal reviews would be scheduled in due course.

d. **Ongoing CPD for team (Clerk, OSM and OSW).**

Within the Forward Plan and based on staff appraisal reviews, a list of CPD for the team would be created.

e. **Clerk's handover plans.**

There is no change to the planned Mid-August for the Clerk's handover. There are some areas still to be covered. The holiday entitlement needs to be calculated for departing Clerk. **Action: Clerk to calculate remaining holiday entitlement.**

f. **Office opening hours.**

The new Clerk is content to expand the office opening to 9.30am to 2pm Monday to Friday. Outside of these hours, by appointment.

g. **Staff holiday calendar – update.**

The Clerk agreed to add the total days (unused) to the staff holiday calendar.

h. **Basic DBS check.** – Monday. OSM and OSW to complete.

It was suggested that the OSM and OSW complete the Basic DBS paperwork with the Clerk by the end of July.

i. **Recognition of OSM 10 years' service.** The OSM has completed 15 years with the Council, 10 as the OSM. It was agreed to recognise his long service with a Certificate and thank you during Christmas drinks. It was suggested to consult with JA on whether he would like pay in lieu of increased holiday.

***Afternote:** on checking contracts, it was confirmed that JA has a holiday entitlement of 30 days plus bank holidays; there is no additional holiday (the extra 5 days were accrued after 10 years' service).*

9. Items for discussion

a. **Personnel Forward Plan and Asset Register.**

The Forward Plan was discussed with the latest updates, including the asset register.

b. **Training for Personnel Committee, policy procedure and legal guidelines.**

Training for Committee members remains ongoing.

c. **Staff photos on website.**

The process of uploading staff photos to the website has started. This would be completed by the end of July.

d. **Policies.**

It was agreed to draft a new Training (Staff & Cllr) Policy for the Autumn meeting and to compile a list of Policy review dates on the Forward Plan.

Action: Clerk to draft new Training policy for September Committee.

13. Items of report and future Agenda items.

- a. Highways agenda and letterheads – Clerk was requested to check the header information.
- b. Review Anti-Bullying and Harassment Policy, Lone Working and Child Protection (& Vulnerable adults) Policies.

14. Dates of next meeting:

- Personnel Committee on Monday 8th September 2025.

Chair

The Council meeting ended at 9.17pm.