



Box Parish Council

7th July 2026

PERSONNEL COMMITTEE on Monday 6th July 2026 at 7pm at the Parish Office

Present:

Cllr B Walton (Chair)
Cllr M Tye (VC)
Cllr R Leach
Cllr T Walton
Clerk – S Vickery

1. **Apologies.** Apologies for absence were received and accepted from Cllr N Ingledew.
2. **Public Question Time.** There were no members of the Public present.
3. **Declarations** of interest relating to items on the Agenda. There were no new declarations.
4. **Previous Minutes.** The Minutes of the Personnel Committee held on 2nd March 2026 were taken as read and signed as a true record.
5. **Election of Vice Chair.** Cllr M Tye was elected as Vice Chair.
6. **Future Training and Continuous Professional Development.** The current and future training aspirations for 26-27 were noted. It was agreed to update the Forward Plan with dates of certificate expiry for the team:
 - a. Clerk. To continue on CiLCA 2026 course (and the WALC training package) and to complete a manager's H&S refresher. To undertake ROSPA post April 27. Add to forward plan.
 - b. OSM. To undertake a H&S refresher and ROSPA inspection training (1st Dec).
 - c. OSW. To undertake an outdoor worker first aid course and ROSPA inspection training (1st Dec).

Action: Clerk to update the training item dates on the Forward Plan.

7. **Policies.** The Disciplinary Policy was reviewed but due to its current use, it would not be updated until autumn 2026. Oral Warning would be renamed as Verbal Warning in the new document.
8. **Councillor Training.** The Committee agreed that a log of councillor training should be created and passed to the Chair to encourage newer councillors to undertake WALC or NALC courses.

Action: Clerk to create a log of training.

9. **Appraisals.**

- a. Appraisals for 25-26 have been concluded and summarised by the Clerk and Chair.
- b. New objectives have been set for 26-27 with mid year reviews due in Oct 26.
- c. It was agreed that the Org Chart would reflect the current practice where the OSW reports to the Clerk in a flat structure. Titles would remain.

10. **Council Officer resources.** Additional resource options for summer 2027 were noted with the following options. The Clerk would ensure that the budget for 27/28 reflects this proposal.

- a. Swindon College Apprentice - more local and possibly retained after the 18 moth course, or
- b. Recruit locally for an Assistant Clerk / RFO.

11. **Leave Planner.** The latest Leave Planner was noted.

12. **Feedback from Team meeting on 24th June 2026.** The Team's ongoing feedback was noted:

- a. Litter bin replacement at the Fountain.
- b. Best Kept Village feedback awaited.
- c. Avoid mission creep grounds work at RCC.
- d. Sell trailer and possibly the petrol jet washer.

13. **Pay and Time in lieu for overtime.** It was agreed that job descriptions should be amended to allow for either time in lieu or payment in lieu for the occasional overtime that is required (ie Revels Day). **Recommendation** to Full Council on 30th July.

14. **Employment of the Cleaner*.** There is an updated note on file. A shorter timeframe for action was agreed by the Committee.

15. **Correspondence.** No items of urgent correspondence have been received.

16. **Forward Plan.** The latest Forward Plan, including the Policy matrix and Risk Assessments was noted with dates for training to be expanded.

17. **Future Agenda and Items to report.** Items of report and future Agenda items.

- a. OSM's grass plan to be passed to the Chair.
- b. Gardening service contract – for Open Spaces Committee.

18. **Date of next meeting** – 7pm on Monday 19th October 2026.

**Confidential item in accordance with Public Bodies (Admission to Meetings) Act 1960 section 1(2)*

Signed and dated.....