



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 24th MARCH 2025

- 1. Present:** Councillors: B. Walton (Chair) D. Dorey; N. Ingledew
M. Tye; T. Walton
M. Carey (Clerk)
- 2. Apologies:** H. Barbrook (Assistant Clerk)
- 3. Public Question Time** There were no members of the public present
- 4. Minutes:** The Minutes of the meetings held on 27th January 2025 were agreed and signed as a true record subject to the addition of apologies from Cllr Ingledew
- 5. Machinery and Tools:**
 - a. Update of machinery and tools inventory:** The tools inventory has been updated and PPE added. It was suggested that an additional tab is added for any future equipment that might be needed. Thanks were given to Joel for this
- 6. Office equipment/service provider:**

It has been confirmed that the Groundsmen's laptop and Ipad is being backed up to the cloud.

It was agreed to set up an additional account with GiffGaff using the Groundsteam email address. This will provide an additional sim card for use with the solar panels
- 7. Clothing and PPE:** Englebert Strauss, the clothing company previously used for the staff clothing, can embroider the Parish Council's logo onto the polo shirts and sweatshirts. The one off set up costs will be £89.90 and thereafter £8.35 per item.

It was **recommended** that an order is placed for the clothing which should be under £500. It was agreed to use Englebert Strauss as the clothing is of a superior quality and longer lasting.
- 8. Staff:**
 - a. Update on Open Spaces Worker/Cleansing and Maintenance Operative Induction**

The Induction programme drawn up was discussed. This is all currently on track.

An interim probationary meeting will be held with him on Tuesday 15th April at 11 am to go through the induction programme.

It was agreed that a separate column be added to the inventory as a tick list for when he has shown an ability to be able to use the equipment.

- b. **Council Cleaner** There are no issues
- c. **Discussion re Time Sheets:** The time sheets are being completed and are being colour coded to show the Cleansing Operative separately from the Open Spaces Worker.
- d. **Current Clerk's retirement schedule:** The advert, job description and application form had been agreed and the advert had been placed with a deadline of 7th April.

Six application packs have been sent out so far.

It was agreed to place the advert on the SLCC website for two weeks at a cost of £190 + vat

If there are no successful applicants it was suggested that this could be readvertised as two separate positions ie Parish Clerk and Responsible Financial Officer and there may need to be an additional Personnel meeting to discuss this further.

- e. **Hours when office will be open to the public:** It was agreed to leave the hours as they are for the time being
- f. **Clerk and Assistant Clerk's hours of work:** Both Clerks are keeping a note of hours worked. It was agreed that the assistant clerk would forward her records to the clerk.

The Clerk is continuing to work 24 hours a week and keeping a note of any overtime. There had been a total of four hours overtime during February.

- g. **Staff Holidays:** The staff holidays were discussed. The members of staff were advised to try to take more of their annual leave.

It was agreed that a holiday request sheet will be drawn up so that this can be completed to request leave and signed as being approved.

8. Items for discussion:

- a. **Personnel Forward Plan and Asset Register:** The Forward Plan will be continued to be updated. In future, if there is a change to the Committee Structure, there will be no need for an Asset Register for the Personnel Committee

- b. **Appraisal Dates 2025:**
The Appraisals are on-going.

Groundsmen to inform the Clerk regularly of what jobs have been completed

A list of training to be drawn up for both of the Open Spaces Workers

The issue of the Playground Check List had been discussed. A simplified check sheet had been drawn up and it was agreed to proceed with this.

- c. **Training for Personnel Committee to include policy procedure and legal guidelines**

Personnel Training and Safeguarding Training to be arranged for all Councillors after the Council elections.

- c. **DBS Checks**: DBS checks for the Open Spaces Manager and Open Spaces Worker to be carried out
- h. **Staff photos on website**: Photographs of both the Groundsmen to be put on the website.
Action: Cllr T. Walton to take the photographs

9. Policies: The following policies will be reviewed over the next meetings:

- Lone Working; Anti-Bullying and Harassment: Advice Note to Councillors on Bullying and Harassment; Recruitment and Selection; Child Protection; Procedure for unplanned Absence;
- Training Policy (to be drawn up by Assistant Clerk)

10. Items of report and future Agenda items:

11. Date of next meeting: tba

Meeting closed at 8.10 pm

Chair