



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 23rd SEPTEMBER 2024

- 1. Present:** Councillors: B. Walton (Chairman) N. Ingledew; D. Dorey;
M. Tye; T. Walton;
M. Carey (Clerk) H. Barbrook (Assistant Clerk)
- 2. Apologies:** Nil
- 3. Public Question Time** There were no members of the public present
- 4. Minutes:** The Minutes of the meetings held on 15th July 2024 were agreed and signed as a true record.
- 5. Matters Arising from the Minutes:**
 - a. Update of tools inventory:** The tools inventory is being updated by the Open Spaces Manager and PPE will be added to this.

The following new tools had been purchased which will be added to the inventory.

• Lider Trailer and two extension sides	£1276.67 + vat
• Fiskars Pointed spade	39.16 + vat
• Two snatch blocks; tree winch; shackles; winch line	218.72 + vat
• Garden scraper, patio broom; pond net; telescopic handle	81.07 + vat
Total	£1615.62 + vat
 - b. Office equipment/service provider – update on backing up procedure:**
The office computer is backed up regularly onto a mini hard drive. It was agreed to ask the IT provider if the tablet is backed up automatically. It was agreed to ask the IT provider to help set up a shared calendar
 - c. List of outstanding jobs – update:** The updated list of outstanding jobs was discussed
 - Cut back vegetation over road signs – part of their regular jobs list
 - Lovar Garden – formation of brushwood berms in Pond. It was agreed to forward a further copy of the Pond Management Plan to the Assistant Groundsman and to advise him to watch last Friday's Gardeners World on Pond Management. Suggested looking into training
 - Remark netball line – completed
 - Reoil the Blind House door – completed
 - Bus shelters - report submitted by Assistant Groundsman – to be discussed at the Planning Committee

- Coppicing trees in Thoday Wood – three year cycle for this
- Battery App for solar panels – Assistant Clerk had discussed this with the Groundsman
- Market Place Car Park – some vegetation had been cleared. Small Ash trees to be removed from the walls
- Cut dead box trees down at Parish Council Offices
- The seat for Freda Outen – this had been completed
- Remark yellow lines and disabled bays in Car Park – it was agreed to take this back to the Highways Committee to identify which disabled bays
- Under 7s handrail – this has been removed
- Steps to be monitored – MT to check these. If there are unsafe they will have to be removed. The playground working group will need to come up with an alternative plan if the steps are removed and decide the future of this piece of equipment in the wider under 7s redevelopment
- Cut inside of hedge on allotment 1a - high priority
- Potholes in Car Park – completed
- Light on Bowling Green gate – completed
- Lacy Wood – strim paths
- Cut stumps on Lower Common
- Hemp Agrimony – this is part of their regular jobs list
- SID solar panel – this had been fitted. Highways Committee to look at the plan of where the SIDs should be located
- Dead tree on Bassetts verge – January 2025

6. Staff

Council Cleaner: The Assistant Clerk is now Line Manager for the Cleaner. It had been agreed that the Cleaner would complete time sheets and leave them in the Pavilion for collection.

As the Assistant Clerk is the line manager for the Cleaner it was suggested that she could also be the line manager for the Groundsmen as this would come under the Playing Fields and Box Hill Committees. As the Staffing Structure had only been agreed at the last meeting it was agreed to maintain the status quo at the present time.

The Assistant Clerk is checking the Pavilion on a regular basis. It was agreed that the SD card for the CCTV on the public toilets should be checked if there is any vandalism/ bad behaviour reported by Chris to see if the culprits can be identified. It was agreed that when the staff are not on site only the disabled toilet should be left open. If the staff are working all the public toilets can be open.

Assistant Clerk:

It was confirmed that the Assistant Clerk had satisfactorily completed her probationary period.

A meeting had been held with the Clerk and Assistant Clerk on 18th September

It was **recommended** that Clerk would continue working 30 hours a week till the end of October to enable her to work on the budget figures. This would then taper off to 24 hours a week for November and December, with the hours reduced to 18 from January.

This will be reassessed at the November Personnel meeting

The division of hours was discussed. Cllr Tye felt that with extra personnel the office should be staffed Monday – Friday

After a discussion it was suggested that for a trial period for November/December the

Council Office be covered as follows:

Monday morning	-	Clerk
Monday afternoon	-	Assistant Clerk
Tuesday	-	Clerk
Wednesday	-	Clerk and Assistant Clerk
Thursday afternoon	-	Assistant Clerk

The regular meetings would be additional, shared between them

Cllr B Walton felt that it was important that whatever hours and days were agreed upon that this is consistent and that it is made clear to councillors and members of the public when the office will be staffed. The council header and plaque outside the office will need to be altered to reflect the agreed hours and that appointments may also be made at a mutually convenient time.

A question was also asked about whether a record is kept of working hours.

Appraisals: Interim appraisal reviews to be carried out on 9th October

7. Items for discussion:

Items to be considered with the budget:

- Lease for mower
- Salaries increase
- IT requirements
- Tools wish list
- Training needs

Discussion on time sheets data: There was a lengthy discussion on the need for the time sheets and what the data shown is used for. It was stated that the data is needed to identify how the limited staff resources are used to the maximum effect and to identify how much time is spent on the various sites throughout the parish. The salaries are a large proportion of the budget and the Council must show that this is being spent wisely.

There was discussion on an issue which is reported in Confidential Appendix A to the Minutes.

Playground checks and how this is carried out/recorded: It was agreed that the weekly checks on the playground equipment is being carried out but there needs to be a check sheet and the dates of the inspections must be logged. Cllr Tye to speak to the Head Groundsmen about this

Discussion on Working Party and who does what: A Lower Common Work Planning had been drawn up showing what was being done by the Parish Council staff, Community Payback, Cotswold Wardens and the Community Working Group. To be discussed at the Box Hill Common and Open Spaces Committee

NPTC Level 2: Clerk to book the Groundsman in for his Assessment in the New Year. Groundsman to be asked to identify what needs to be done to achieve this.

Fire Safety Training: There are sessions available in November to be held in Chippenham.

Working at Height Training: Assistant Clerk to obtain dates and costings for this

Use of tools/machinery and hazardous materials risk assessment CoSH data sheets have been attached to the Risk Assessment. PA1 and PA6 certificates to be added.

Review of Policies:

Performance Development Plan: This had been circulated and was agreed

Leave of Absence Policy: Changes to be made changing he/she to they, altering Chairman to Chair and adding information of date drawn up, reviewed etc. Assistant Clerk to amend and reformat and bring back to the next meeting. It was agreed to check the NALC policy re calculation of seven days and to look at adding a return-to-work interview with the line manager.

Disciplinary Policy: It was **recommended** that the policy be readopted with no changes.

Grievance Procedure: It was **recommended** that the procedure be readopted with no changes.

Set timetable for review of policies:

Redundancy policy	-	November meeting
Manual Handling	-	January 2025
Procedure for unplanned absence	-	March 2025

Personnel Asset Register: This has been added to the Forward Plan. New tools and PPE to be added

8. Items of report and future agenda items: Nil

9. Date of next meeting: 25th November 2024

Meeting closed at 9.25 pm

Chair