



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 27<sup>th</sup> JANUARY 2025**

- 1. Present:** Councillors: B. Walton (Chair) D. Dorey;  
M. Tye; T. Walton  
M. Carey (Clerk) H. Barbrook (Assistant Clerk)
- 2. Apologies:**
- 3. Public Question Time** There were no members of the public present
- 4. Minutes;** The Minutes of the meetings held on 25<sup>th</sup> November 2024 were agreed and signed as a true record.
- 5. Machinery and Tools::**
  - a. **Update of tools inventory:** The tools inventory has been updated. PPE will be added together with an additional column showing the date when the equipment needs to be replaced.
  - b. **Tool requirements 2025-26:** There is nothing required urgently. Wish list of tools to be drawn up and added to the bottom of the inventory.  
  
The combined documents to be converted to an excel spreadsheet to aid functionality
- 6. Office equipment/service provider:**

The Clerk has asked the IT Provider to invoice for the times he comes into the office to sort out issues. He had confirmed that both of the office laptops are being backed up to the cloud. Clerk to check with the IT provider his suggested process for backing up the workshop tablet and laptop
- 7. Staff:**
  - a. **Update on Open Spaces Worker/Cleansing and Maintenance Operative recruitment**

Six applications for the Open Spaces Worker had been received and after short listing five applicants were invited to the interviews held on 14<sup>th</sup> January. No applications had been received for the Cleansing and Maintenance Operative

There had been one excellent candidate and it was therefore agreed to appoint Mr Doug Fletcher as the Open Spaces Worker. The contract will be for 30 hours a week on salary point SCP4 pro rata

At the interview Mr Fletcher enquired about the vacancy for the Cleansing and Maintenance Operative and asked whether he would be able to cover this role as well. The interview panel went through the Job Description and after discussion it was agreed to appoint him to cover this role as well. However, it was explained that the two positions would be kept separate.

The contract for the Cleansing and Maintenance Operative will be for 8 hours a week on salary point SCP2 pro rata

Mr Fletcher will commence work on 1<sup>st</sup> March 2025

It was agreed that an Induction Programme will be set up to help him settle into the role. A working party of the Personnel Committee together with the Clerk and the Open Spaces Manager will draw this up. This will include the necessary policies and a check list of training etc.

It was agreed to purchase PPE clothing from Embroidery UK based in Melksham who will embroider the logo onto the polo and sweatshirts

- b. **Council Cleaner:** See Confidential Appendix A to these minutes  
Following a letter from a hirer regarding issues with the Pavilion, the Assistant Clerk had met with them to discuss these and they had been discussed at the Buildings Management Committee meeting. The Assistant Clerk confirmed that there had not been any issue with the state of the floor and the replacement of some of the seats; cleaning equipment etc would be discussed at the next meeting. A request had been received from the Cleaner for the purchase of a Polti Vaporetto Smart100 B Plus Steam Cleaner at a cost of £278.99 and this also be discussed by the Committee but it was felt that this was something to be decided and purchased by the Buildings Committee

- c. **Discussion re Time Sheets:** Clerk to ask the Groundsman for his latest time sheets.

*Post Minutes note: These have been received.*

It was agreed that the new employee could put the two jobs onto the same timesheet but these should be colour coded.

- d. **Current Clerk's retirement:** It was agreed to recommend to Full Council that the Personnel Working Group draw up the Job Description; Advert; Application Form and Induction Schedule

It was stated that this is an opportunity for the Council to look at what staffing and committee structure they want and the needs going forward. This will be discussed fully by the Finance & Governance Committee.

It was felt that ideally this should be a full time role (including evening meetings) and to advertise for a CILCA qualified Clerk and RFO

It was **recommended** that the Council delegates the Personnel Committee to set up a working group, together with the two Clerks, to draw up the Advert, Job Description. Application Form and Induction Schedule. The position should be for a Full Time role for 37 hours a week.

- 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.

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 December

**8. Items for discussion:**

- a. **Personnel Forward Plan and Asset Register:** There had been a meeting of the Committee Chairs to look at the whole issue of the format for the Forward Plans, Asset Registers etc and a template is being drawn up
- b. **Appraisal Dates 2025:** The following dates were set:
- Clerk - Tuesday 11<sup>th</sup> March at 11 am  
Appraisal Panel – Cllr B. Walton and D. Dorey
- Open Spaces Manager - Tuesday 18<sup>th</sup> March at 11 am  
Appraisal Panel – Cllr B. Walton and Clerk
- Assistant Clerk – Tuesday 25<sup>th</sup> March at 11 am  
Appraisal Panel - Cllr B. Walton and D. Dorey
- c. **Training for Personnel Committee to include policy procedure and legal guidelines**  
An article written by James Corrigan, Director of Council HR and Governance Support was copied to the Committee members.
- Advice had been taken from Ian Nickolds from WALC who had stressed the importance of training for Personnel Committees and he will be looking at setting this up.
- It had been agreed at the budget setting meeting that the Council would rejoin the Society of Local Council Clerks from April 2025.
- It had been agreed at Full Council that all Councillors should undertake Safeguarding Training after the Council elections.
- d. **Manual Handling Policy:**  
The Manual Handling Policy was reviewed and it was **recommended** that this be agreed with no changes. The review date to be added.
- e. **Discussion on spare office key:** A key for the Council Offices has been given to the Chair. A copy of the key for the safe will also be given to him.
- f. **Additional heater for Office:** A new small heater for the Office had been purchased during the recent very cold weather at a cost of £16.25 + vat
- g. **DBS Checks:** DBS checks for the Open Spaces Manager and Open Spaces Worker to be carried out
- h. **Staff photos on website:** Photograph of the new employee to be put on the website.

**9. Items of report and future Agenda items:**

- a. **Recycling bin by Vine Court:** Clerk to ask the Open Spaces Manager to empty this
- b. **Public toilets:** It was reported that the public toilet had run out of toilet paper over the weekend. Clerk to ask the Open Spaces Manager to fill the dispenser

**10. Date of next meeting:** 24<sup>th</sup> March 2025