



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 22<sup>nd</sup> MAY 2023

**1. Present:** Councillors: B. Walton (Chairman); S. Parker; T. Walton; D. Wright  
N. Ingledew; M. Carey (Clerk)

**2. Apologies:**

**3. Public Question Time** There were no members of the public present

**4. Minutes:** The Minutes of the meetings held on 20<sup>th</sup> March 2023 were agreed and signed as a true record.

**5. Matters Arising from the Minutes:**

- a. **Office Equipment Review:** Cllr Ingledew had circulated a report on information Technology Capabilities of the Council which set out a rough order of office equipment (laptop, operating system updates docking hub and mouse to swap out ageing desktop) The costs ranged from the low end £749 up to a higher end of £3000.

It was decided to focus on agreeing on the service provider first before finalising equipment so they could give their input.

Cllr Ingledew had approached two companies, and will go out to a third, for quotes for the service provision and bring this information

Thanks were given to Cllr Ingledew for his comprehensive report.

- b. **List of outstanding jobs:** Cllr B. Walton went through the list of outstanding jobs and updated them.

Cllr Wright had contacted Wiltshire Council re work that is undertaken by the Parish Steward and it had been confirmed that this would include work to cutting the verges

The painting of the train in the Under 7s play area could be given to the Community Pay Back team and Cllr B. Walton will contact them. **Action: BW**

The work for Rudloe and Lacy Wood will be discussed at the Box Hill & Rudloe Open Spaces Committee. As this is part of the Terms of Reference it will not be included in this list. Similarly any other items included in the Terms of Reference will be removed from the list.

Repainting of the Notice Board in The Pound – to be discussed at the Planning & Conservation meeting

- c. **Staff Training – update:** List of dates for the NPTC Level 2 Assessment received from Greenway Training.

Courses for future consideration: Additional Felling Course for Chris  
1<sup>st</sup> Aid – Forestry Course

- e. **Discussion on replacement Mule:** Cllr Wright had drawn up a Matrix for the requirements for the replacement Mule. Joel and Chris were obtaining more information on what vehicles are available, costs etc. These will be required by October for discussion with the budget.

Clerk to verify the termination terms for the Lease.

**Action: MC**

- f. **Disposal of Red Diesel Tank:** Cllr Wright to arrange the collection of this with Jamie's Farm.

- g. **Update of Parish Council Cleaner:** Corinne Cox had started work at the beginning of May. New mops etc had been purchased. Corinne will go through the old equipment and throw out what is not required and make a list of any other items needed.

It was **recommended** that the Chair of the new Pavilion & Buildings Committee should join the Personnel Committee

**6. Tools wish list for 2023/24 in line with the budget:**

The list had been drawn up. The main priority was the purchase of a multi tool

Quotations had been obtained. It is **recommended** that an Ego MHS2002E Kit be purchased from John Miller at a cost of **£701.76 + vat**

**7. Feedback from Staff Appraisals** The Appraisals for Joel and Chris had been carried out. Cllr Walton went through the objectives.

The Job Descriptions will need to be reviewed In light of the Parish Steward being asked to do the work to the verges and the cleaning of the streets. ***Discuss at the next meeting.***

The issue of clearing the leaves was discussed. It was felt that Chris should only be clearing the leaves when it was a Health & Safety issue. It was also stressed that the leaves should be swept up not just blown into the road.

Box Hill & Rudloe Open Spaces together with Highways will discuss the cleaning of the pavements at Rudloe.

There was a discussion on the Parish Stewards and it was agreed that there should be feedback given to the Parish Council following any visits made, outlining what work had been carried out.

**8. Discussion on the sale of the John Deere and buying a roller with the proceeds:**

After discussion it was **recommended** in principle that the John Deere should be sold and a roller purchased with the proceeds. This would improve the health of the grass. Clerk and the Groundsman to obtain figures for the next meeting. **Action: MC/JA**

**9. Additional Office Support:** The deadline for applications had expired on 30<sup>th</sup> April. Although two requests for the Job Description and Application Form had been received no one had applied for the position. It was agreed to approach the two people who had written in for information as to why they had not applied.

On receipt of any comments it was agreed that an additional meeting can be held to discuss the readvertising; whether the advert needed to be changed or whether the advert could be for a Full Time Clerk

**10. To discuss the policy for the Groundsmen's work when there is snow:** It was felt that this could be built into the Job Descriptions when the review is carried out next meeting.

**11. Future items for consideration:**

- Review of Job Descriptions
- Additional Office Support

**12. Date of next meeting:** 24<sup>th</sup> July 2023.

*Meeting closed at 8.10 pm*

**Chairman**