



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 24<sup>th</sup> JULY 2023**

- 1. Present:** Councillors: B. Walton (Chairman); S. Parker; T. Walton; D. Wright  
M. Carey (Clerk)
- 2. Apologies:** Nil
- 3. Public Question Time** There were no members of the public present
- 4. Election of Vice Chair:** Cllr T. Walton was elected vice Chair of the Committee
- 5. Extra Councillor on the Personnel Committee:** It was agreed to discuss at the Full Council meeting if any other councillor would like to join the Committee.
- 6. Minutes:** The Minutes of the meetings held on 22<sup>nd</sup> May 2023 were agreed and signed as a true record.
- 7. Matters Arising from the Minutes:**
  - a. List of outstanding jobs – update:** Cllrs B. and T. Walton had met with Joel and Chris to go through the list of extra jobs. From the analysis of the timesheets it had been established that the cost to the Council for both for both of them is £15 per hour each or £250 a day. This would be borne in mind if outside labour is needed for any of the work.

It had been agreed that Cllr B. Walton would mark out the trees with them that need ivy cleared – the work could be carried out by the Community Pay Back team in the Autumn.

The jobs given high priority are: installation of the recycling bins; padlocks on the allotment gates and installation of the car park gate.

More white paint needs to be orders to complete the marking of the existing spaces on the car park. It was agreed to discuss the costings for this with the Highways Committee. **Action: Highways Com**
  - b. Staff Training – update:** It was agreed that Joel defer his assessment for NPTC Level 2 to the winter so that he could get more practical training with Daniel Part in Lacy Wood.
  - c. Office Equipment Review:** Cllr Ingledew had circulated a report on information Technology Capabilities of the Council.

After discussion it was **recommended** that the Council accepts the proposal from EXFS for Capital costs as set out in paragraph 11 be accepted in the sum of **£1772.33** + vat, together with the additional costs set out in paragraph 12 in the sum of **£1408** + vat giving a total cost of **£3180.33** + vat. There is currently £4000 in the budget to cover this.

Clerk to clarify some points with Cllr Ingledew

Thanks were given to Cllr Ingledew for his comprehensive report.

- d. **Parish Council Cleaner and purchase of cleaning materials:** Cllr Parker reported that all the cleaning materials and equipment had been purchased. There have been several compliments from user groups on the cleanliness of the building.

It was agreed to ask her if she should be prepared to take on the cleaning of the public toilets.

## **8. Machinery and Tools**

- a. **Discussion on replacement Mule:** The Parish Council has spent £17287 over the five years on the lease of the Mule but will not own this at the end of the term. It will have to be returned in the condition that it was in but the 4 wheel drive will need repairing at a cost of up to £2000. The allotted hour usage is 1250 and so far 948 hours have been used.

The Parish Council will have no deposit towards the cost of the new machine.

The lease is due to finish in February 2024. £7500 was put into the budget but after monthly payments there would be about £3400 left out of which the repairs would have to be paid.

Joel and Chris have been looking at the options for an electric vehicle. Clerk to obtain figures for a lease hire for over five or seven years. **Action: MC**

- b. **Sale of John Deere ride-on/purchase of a roller:** The Clerk is obtaining a trade in price from John Miller.

- c. **Tools wish list for 2023/24 in line with the budget:**  
The multi-tool had been purchased.

List of tools:

Two litter pickers - Cllr Wright to provide these

Makita 18v circular saw bare unit DSS610Z - £96.65 + vat

Cemo SW 35-c salt spreader - £279.21 + vat

Fiskars Isocore sledge hammer XL 10lb - £58.05 + vat

Fiskars powergear X telescopic tree pruner up to 86 - £91.66 + vat

2 Fiskars Xact soil work forks L - £88.64 + vat

**Total: £614.21 + vat**

It is **recommended** that these are purchased at a price not to exceed £700

- d. **Disposal of Red Diesel Tank:** Cllr Wright is arranging this with Jamie's Farm. The roller will be available by the end of the week.

## **9. Items for discussion:**

- a. **Chris and Joel – updated job descriptions:** These will be discussed further at the next meeting.

The Chairmen of the Box Hill & Rudloe Open Spaces Committee and the Highways Committee to look at Chris's job description

**Cutting of Mill Lane Hedge:** To be discussed further by the Playing Fields Committee.

Cutting of hedges in the Cemetery: Cemetery Committee to discuss whether this can be taken on by the contractor.

It was agreed to change their Job Titles to Head Open Spaces Worker and Assistant Open Spaces Worker.

- b. **Parish Steward:** This was discussed. The Parish Clerk submits a job sheet to Wiltshire Council for work to be carried out but there is never any feedback about the hours spent in Box or the jobs that had been completed. It was agreed to ask Cllr Mathew to pursue this with Chris Clarke of Wiltshire Council. **Action: BM**

- c. **Additional Office Support:**  
There had been no applications for the part-time post that had been advertised.

After discussion it was **recommended** that the Full Council approves the Personnel Committee drawing up and placing an advert for a person to job share with the Clerk and to delegate authority for the Committee to set up the interviewing panel.

The wording of the advert and job description will be finalised at an additional meeting on **14<sup>th</sup> August**

Timeline

15<sup>th</sup> August - place advert in Parish Magazine NALC etc

29<sup>th</sup> September - deadline for receipt of applications

5<sup>th</sup> October - Finish shortlisting

24<sup>th</sup> & 25<sup>th</sup> October - conduct interviews

It was agreed that the Clerk would contact the Council's Employment Lawyer for advice.

- 10. Forward Plan update:** This has been updated

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

- Review of Job Descriptions
- Drawing up of Holiday calendar
- Review Safeguarding Policy
- Personnel Management Structure

Items of report: Clerk to ask Parish Steward to clear the vegetation out of the drain by Rudloe Hotel

- 12. Date of next meeting:** Short meeting to be held on 14<sup>th</sup> August following Finance & Governance.

Next meeting – 25<sup>th</sup> September 2023

*Meeting closed at 8.50 pm*

**Chairman**