



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 17th JANUARY 2022

- 1. Present:** Councillors: R. Case (Chairman); S. Parker; B. Walton; D. Wright
M. Carey (Clerk);
- 2. Apologies:** Nil
- 3. Public Question Time:** There was one member of the public present.
- 4. Minutes:** The Minutes of the meetings held on 15TH November 2021 were agreed and signed as a true record.
- 5. Matters Arising:**
 - a. List of winter jobs:** Cllr Case had been through the list of winter jobs with the Groundsmen. There are only a couple of items that will not be able to be completed by the end of February. The area on the Common where the coppicing had taken place needs to be shredded and cleared and this had been added to the list. The Clerk will purchase more reflector strips for the posts on the Common. Cllr Case has spoken to Chris about the cleaning of the bus shelters and the checking of the grit bins.
 - b. Work Experience Student:** The Clerk had been in contact with Lackham College. The request for a placement had been put to the Horticulture and Countryside Management students before Christmas. They will be reminded about this again. It was agreed that the Clerk would contact Lackham again in March.
 - c. Training:** The two Groundsmen had completed the 1st Aid Course on 26th November. Joel was booked in for the second stage Chain Saw course on 22nd, 23rd and 24th February. Clerk to obtain dates for the first stage Chain Saw course for Chris to attend. Details of the Tree Surveying Courses available at a cost of approximately £220 + vat

Post Minute Note: The Chain Saw course scheduled to be held in February had been postponed.

- 6. Discussion on replacement mowers:** A report had been drawn up by Cllr Ingledew but this had only just been received so members of the Committee had not had a chance to read this. It was agreed to circulate this to all other Councils asking them to email any questions on it to the Clerk. Concise figures need to be obtained and it needs to be decided whether to purchase the mowers through leasehire or use earmarked reserves. Cllr Ingledew will liaise with the Clerk to finalise the details. It is **recommended** that the final report will then be presented to the Policy & Finance Committee in February.
- 7. Appraisals:** It was agreed to hold the first round of the Appraisals with the Groundsmen on Wednesday 9th February. A further date will be set for the Clerk's Appraisal.
- 8. Succession planning:** This was discussed and it was agreed that the Council would have to decide what was required ie was this a general assistant or should this be to include specific issues such as the website and Climate Strategy. In the first instance it was agreed that there

is a need to understand exactly what work the Clerk is doing at the present time and what would be required from an additional employee. This will be discussed further at the Clerk's Appraisal.

9. Pay Review: This was discussed and it was agreed that the Council would need to decide what system should be in place for allowing the staff to proceed up the spinal points ladder or whether any increase should just be based on the inflation rates.

10. Working groups set up by the Council: Cllr Wright asked whether the Council could employ the use of the Community Payback Team. It was agreed that this had been done in the past, provided there is adequate supervision.

The issue of setting up volunteer groups ie Friends of Box Hill was discussed and it was agreed that these should be governed by the relevant Committees. It was also agreed to look at whether these should come under the umbrella of the Council or if they are separate with their own officers, bank accounts etc.

11. Date of next meeting: 21st March 2022

Chairman

Meeting closed at: 8.50 pm