

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
WAS HELD BY ZOOM ON 19th OCTOBER 2020

1. Present: Councillors: R. Case (Chairman); J. Cox; S. Parker; M. Tye

2. Apologies: Nil

3. Minutes: The Minutes of the remote Committee Meeting held on 24th August 2020 was taken as read and will be signed as a true record at the next proper meeting.

Matters Arising:

Public toilets: Continue to monitor

Grievance procedures/Disciplinary Policy: The policies will be ready shortly

Staff clothing: Lackham College had stated that there was funding available to cover the cost of the clothing for the Work Experience Students. Clerk to contact the College for a reimbursement.

Training: Clerk to pursue the possibility of digital First Aid Training and also to speak to Lackham College about this.

Contingency plan to deal with staff if tested positive for Covid-19: It had been confirmed that J.H. Jones & Sons would be able to cover the work on Box Common and Playing Fields in the event of the Groundsmen being off work.

With regards to covering for the Clerk if she tested positive it was agreed that the Chairman, Vice Chairman and Chair of Cemetery Management Committee should be familiar with the procedure to cover arrangements should any burials occur. A date will be set to go through this. It was also agreed that the Chairman and Vice Chairman would look at arrangements to cover the paying of salaries and other accounts. It was agreed to update to Microsoft Office 2019 Professional for Windows PC at a cost of £39.99 to enable an Out of Office or a diversion message to be put on the emails.

Replacement of mowers: The Groundsman was drawing up the information re options and possible costings by the 16th November to be considered with the budget setting. From January 2021 the Policy & Finance Committee would look at all the various options and get quotations for approval by the Full Council at the end of March.

4. List of extra jobs for the staff: Cllrs Case and Cox were meeting monthly with the Groundsman to go through the list of outstanding jobs and to prioritise them. He will be carrying out a final cut of the Recreation Ground in November. It was stressed that any issues relating to asbestos must be dealt with by the appropriate authority and the Clerk will ask Wiltshire Council Environmental department to come out and inspect the Recreation Ground regarding this.

5. Work Experience Student: Ann Simpson from Lackham College had visited the Recreation Ground on 7th September to ensure that the work experience carried out would match up with the modules being studied. She had agreed that nearly all the modules would be covered apart from the Farm Animal Production and the Farm Estate Management. However, the Council could provide help with this through one of the local farmers and the Committee would discuss this again at a later date.

6. Items of report:

- It was stated that the CoSH cupboard in the Pavilion was unlocked. Clerk to remind the Cleaning Company that this should be kept locked.
- Setting of budget – in light of the current restrictions it might be necessary to hold this via Zoom. All Councillors to be reminded that there will be challenging financial times ahead.

10. Date of next meeting: Scheduled for 14th December.

Chairman