



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 21<sup>st</sup> MARCH 2022

- 1. Present:** Councillors: R. Case (Chairman); S. Parker; B. Walton; D. Wright  
M. Carey (Clerk);
- 2. Apologies:** Nil
- 3. Public Question Time:** Nil
- 4. Minutes:** The Minutes of the meetings held on 17<sup>th</sup> January and 21<sup>st</sup> February 2022 were agreed and signed as a true record.
- 5. Matters Arising:**
  - a. Work Experience Student:** As agreed by Full Council the student had been taken on from 1<sup>st</sup> March for two days a week for an introductory period at the minimum wage. The student had now turned 18 years of age and the minimum wage will increase from 1<sup>st</sup> April to £6.83 per hour. There is funding in the budget to cover this. It was agreed to carry out a review with him on 11<sup>th</sup> April to discuss Lone Working; Working in Public Places and to discuss whether he would be willing to work during the College holidays. Clerk to contact Ann Simpson from Lackham College to see if she has availability at the beginning of June to come out and review the placement.
  - b. Training:** The training courses at Lackham had been postponed. Clerk to ascertain when these will be recommencing. There is an intensive Chain Saw Course being run at Wadswick. This is more intensive and longer hours, being run every Monday afternoon. The course is free but the Council would have to pay for the test at the end of the course.  
Cllr Wright will obtain more details of this and to look at other alternatives.
  - c. List of winter jobs:** Cllr Case had met with the Groundsmen at the beginning of February and she will meet them again to go through the list to see what jobs are outstanding. It was agreed to ask the Groundsman for a list of the benches on the Recreation Ground, Common and Cemetery that he maintains. It was agreed that any benches put in by parishioners on land not owned by the Parish Council should be their responsibility for maintenance.
- 6. Issues raised by Staff:** Cllrs Case and B. Walton had met with the Groundsman and Assistant Groundsman to carry out their Appraisals. The feedback had been very positive and the Groundsman feels re-energised and felt that communication had improved. A further meeting will be held with them to marry up their job descriptions and the Climate Action Strategy Plan. A six months review will be carried out in October.

They stated that they would like to be more involved in the work being carried out by the working parties and not just clearing up when the work had been done. It was agreed that Cllr Wright would meet with them to discuss the day to day management of the Common and how they would like to proceed. There are several large areas of brash on the Common which need to be cleared – to be discussed at the next Box Hill Common Management Committee meeting.

The Groundsmen had recently been asked to remove several large bags of garden waste from the pavement outside a parishioner's house to take to the compost area on the Recreation Ground. It was agreed that a letter be sent advising the parishioner that the Parish Council staff are now following the Climate Strategy Action Plan and dealing with waste on the site where it is collected and would ask him to make alternative arrangements in the future.

**7. Statutory Pay Awards:** Details of the National Salary Pay Award 2021/22 had been received. Agreement had been reached for the statutory pay award of 1.725% rise backdated to 1<sup>st</sup> April 2021. It is **recommended** that this pay rise be implemented. There is money in the budget to cover this.

**8.. Date of next meeting:** 23<sup>rd</sup> May 2022

**Chairman**

*Meeting closed at: 7.50 pm*