



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 25th SEPTEMBER 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. Composition of Personnel Committee:** It was agreed to invite the Chairman of the Cemetery Management and the Highways Committee to join the Personnel Committee so that any feedback from the timesheets analysis can be brought back for discussion.
- 5. Minutes:** The Minutes of the meetings held on 24th July and 14th August 2023 were agreed and signed as a true record.
- 6. Matters Arising from the Minutes:**
 - a. List of outstanding jobs – update:** The updated list of outstanding jobs had been circulated together with the timesheet analysis. It was agreed to remind the Committee Chairmen to look at the timesheets and raise any issues at their committee meetings. Any issues can then be brought back to the Personnel Committee.
 - b. Parish Council Cleaner:** The Clerk will approach Corinne to ask if she would be able to take over the cleaning of the public toilets. It was also agreed to ask her for details of when she is carrying out the cleaning. If this is not on a regular basis it was agreed to ask her to send in details of when she has been in. **Action: MC**
 - c. Parish Steward:** It was reported that Wiltshire Council will be letting Parish Councils have feedback on work completed by the visits of the Parish Steward. **There is not a timeline for this and no feedback has yet been received this year for jobs completed.**
 - d. Cemetery hedge:** The Clerk has asked the Cemetery Contractors for the cost of taking on the cutting of the Cemetery hedges
- 7. Machinery and Tools**
 - a. Discussion on replacement Mule:** The Clerk had obtained an idea of the cost of finance on a replacement vehicle based on a cost of £35,000.+ VAT.

As a guide this is as follows:

60 months = £733.40pm
72 months = £638.80
84 months = £572.75 pm

These figures will be discussed at the budget setting meeting.

It was also established that the difference between HP and Leasehire is that with Hire Purchase all the vat on the capital cost is required to be paid upfront. At the end of the repayment period the kit is retained by the customer (usually subject to a small “transfer of title” or “option to purchase” fee)

With Leasehire the vat is charged on the monthly payments instead. At the end of the primary period, a lease will slip into a secondary rental period and subject to an annual “secondary/peppercorn payment (usually 1% of original capital cost) which continues until the kit is sold on/part-exchanged or scrapped by the customer.

Cllr T Walton stated that at recent training it had been stated that the Parish Council should publish the impact of any borrowing on the percept and there should be a Capital Access Strategy re investments. More clarification is being sought on this and will be discussed at the next Finance & Governance meeting.

Action F&G

It was also agreed to look at whether the Council could use money from reserves towards the purchase which could be paid back over a number of years. This would reduce the cost of any leasehire

Action F&G

- 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:** All the tools have now been purchased. A list of tools to be considered with the budget for next year to be drawn up.
- d. **Office Equipment review:** The installation of the new laptop etc is being carried out by EXFS

post meeting note (Information from Cllr Ingledew)

- *EFXS (Phil) has drawn up a shopping list which we, with Margaret's permission used to order hardware and software items*
- *Most if not all of this has been received and EFXS are putting it all together as basis of new system.*
- *Margaret has been recording costs which are all so far within voted budget*

To be done:

- *network diagram and documentation*
- *transfer of data to new system*
- *produce training materials and operating procedures*
- *commissioning of new system and support arrangements*

8. Additional Office Support:

The deadline for receipt of applications is 29th September. The shortlisting will take place on 5th October and the interview questions will be finalised at this time, with interviews conducted on 24th and 25th October.

Contract: It was reported that the Council's Employment Lawyer had retired in April. The Clerk will pursue a new model contract of Employment from NALC that can be used for both the Assistant Clerk and the current Clerk in her new role.

The precise division of hours would need to be agreed for the job share, and the assistant clerk role could start with a 3-month probationary period before offering them a permanent contract.

The clerk stated that regarding the transition from her current role to a job share that

changes can be made to contracts as long as all parties agree to them. This could allow for changes in the balance of work in the job share in the future.

9. Items for discussion:

Items to be included in the budget:

- Salaries plus Office Assistant
- Work Experience
- Staff training/CILCA
Refresher course for brushcutter - £220
- PPE
- Replacement Mule
- Building up reserves for replacement mower
- Table for Office Assistant
- IT Support costs
- Tools
- Building up reserves for replacement projector

Drawing up of holiday calendar: Cllr Tim Walton offered to draw this up

Safeguarding Policy: The current Safeguarding Policy was reviewed and agreed. A copy of this will go on the website and also sent to the Groundsmen. Buildings Committee to look at obtaining copies of the Safeguarding policies from the regular users of the Pavilion and ensuring occasional hirers are aware of the policy when they book.

Action: Buildings Committee

10. Appraisal review meeting: Dates for the Appraisal review meeting to be set up. It was agreed that the Groundsmen's job descriptions would be discussed with them at this meeting.

Appraisal arrangements had been discussed at the recent Councillor training. It was agreed as follows:

Groundsmen's appraisals - to be carried out by Chair of Personnel and the Clerk
Parish Council Cleaner 's appraisal - to be carried out by Chair of Personnel and the Clerk
Clerk's appraisal - to be carried out by Chair of Personnel

11. Joel – NPTC Level 2: This will be completed at a later date when Joel has had more practice working with Daniel Part.

12. Items of report:

- It was reported that there is Himalayan Balsam and Box Caterpillar in the parish
- Clerk was asked to distribute the budget information in excel format
- It was queried when the verge coming into the village would be cut but it was stated that this was not the main priority at the present time.

13. Date of next meeting:

Next meeting – 27th November 2023

Meeting closed at 8.30 pm

Chairman