



Box Parish Council

30th September 2025

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 29th SEPTEMBER 2025 AT THE PARISH OFFICE, BOX

1. **Councillors Present:**

Cllr B Walton (Chair)

Cllr D Dorey

Cllr N Ingledew

Cllr M Tye

Cllr Cllr T Walton

Clerk – S Vickery

2. **Apologies:** Nil

3. **Absence:** Nil

4. **Public Question Time:** There were no members of the public present.

5. **Declarations of Interest:** There were no declarations of interest.

6. **Previous Minutes:** The minutes of the previous Committee held on 14th July 2025 were taken as read and signed as a true record.

7. **Matters and Actions arising from the Minutes:** Update on issues and to consider any matters arising from the previous Minutes:

a. It was agreed to monitor Hills Waste costs over the coming months with a view to a new tender for recycling sometime in Spring 26 if issues persist.

b. The subject of the Grounds team time sheets and playground check lists were discussed. The latter, with a rolling action plan, is much clearer. The team are obligated to complete timesheets and it was requested that sheets are completed on a Friday and not the following Monday. The Clerk explained a draft idea of 'directing' a time table of work, based on the Council's desire for a division of work across the Parish. The Clerk would follow up with a proposal based on the Council's priorities. It was agreed that the route to tasking the Grounds team was via the Clerk.

Action: Clerk to circulate master time sheet for comment.

c. The updated Holiday planner was shown as part of the Forward Plan.

d. DBS check and safeguarding training. The DBS check has been completed with certificates awaited. Safeguarding training is to be done shortly (by 1 Nov).

The 3 Cllrs who have yet to complete this training will convene in mid November prior to the Highways Committee.

Members of the public were excluded for any confidential items in accordance with the Public Bodies (admission to meetings) Act 1960.

8. **Items for discussion:**

- a. Probation. It was confirmed by the Chair that the Clerk and OSW (and Cleansing Op (C Op)) had both completed and passed their Probation period; letters have been issued.
 - i. The OSW and C Op scale points was reviewed and a **recommendation** was made to increase to SCP 3 and 5, back dated to the end of Probation. In March 26, there will be a further review to consider combining the scale point for both roles.
 - ii. The Clerk scale point was also reviewed (the Clerk left the room during the discussion) and a **recommendation** was made to increase to SCP 29 and on successful completion of CiLCA to move to SCP 31. The SCP 29 is to be back dated to the end of Probation.
- b. The Clerk confirmed that the Mid Year appraisal review for the OSM will take place in mid Oct 25. All staff appraisal objectives will be re-set in March 26.
- c. The new Training & Development Policy and the Appraisal Policy were agreed with minor amendments and **recommended** for the full Council.
- d. Future training courses. The next training courses for the team:
 - i. Clerk – to start CiLCA in Feb 26.
 - ii. OSM and OSW – H&S at work for both and First Aid for DF. In the next FY, consideration would be given for JA to complete the advanced chain saw course and DF to undertake the basic chain saw course.
 - iii. Risk Assessments and Method Statement. The importance of undertaking risk assessments, COSHH checks and method statements was discussed especially for the Poppy garland and Christmas lights.
Action: Clerk to check Grounds team completion of documentation.
- e. In year Office equipment purchase (incl edition 18 of Arnold Baker Administration Guide). The list of office equipment, within budget, was agreed for purchase.
- f. In year Open Spaces equipment purchase. The list of Open Spaces equipment (to also include a measuring device) within budget at a cost not to exceed £1,250 +VAT was **recommended**.

- g. In year Open Spaces winter PPE request. The list of Open Spaces winter PPE, within budget was agreed. The chain saw PPE from the previous OSW would be checked for re-use and if necessary, purchased next FY.
 - h. Summary of feedback from 9th September Team meeting. The Chair gave further positive feedback from the last team meeting on 9th September. The headlines were a discussion on division of work, maintenance of the tennis courts, how best to cut grass slopes, budgeting items for next year and additional tasks for this autumn. There was also a discussion on whether a 'summer assistant' OSW would be beneficial; this was early concept work however Committee members felt that optimising the current team should be the first priority before considering an increase in staff.
9. **Correspondence.** There was no urgent correspondence to note.
10. **Forward Plan.** The latest version of the Forward Plan was presented for discussion. The format is still developing and it is hoped to amalgamate the Plan in to a sharepoint site that can be shared across the website for councillors and the public. This remains a work in progress.
11. **Items for Report and Future Agenda.**
- a. Date for budget setting – provisionally 9am on Thu 30th October.
 - b. Pavilion projector needs to be checked.
 - c. Christmas staff and councillor drinks. Date and format needs to be agreed.
 - d. Cllr Dorey to remain on the Personnel Committee, pending the review TORs.
12. **Date of Next Meeting:** Monday 8th December at the Parish Office.

The meeting ended at 9.15pm

Chair