



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 25<sup>th</sup> MARCH 2024**

- 1. Present:** Councillors: B. Walton (Chairman); R. Davies;  
S. Parker; M. Tye; T. Walton; D. Wright  
M. Carey (Clerk)
- 2. Apologies:** Nil
- 3. Public Question Time** There were no members of the public present
- 4. Minutes:** The Minutes of the meetings held on 29<sup>th</sup> January 2024 were agreed and signed as a true record.
- 5. Matters Arising from the Minutes:**
  - a. **Cleaner:** Time sheets are being submitted. There was a discrepancy in a couple of them and it was agreed to look at alternatives – ie a week to view diary/wall planner. Clerk to discuss this with the Chair of Buildings Committee  
  
The Cleaner is contracted for five hours a week and any additional hours need to be flagged up at the time they are needed to be worked with the reasons given
  - b. **Parish Steward:** Transfer this to the Highways Committee
  - c. **List of outstanding jobs – update:** The updated list of outstanding jobs was discussed.  
Priority
    - Reseed cricket grass under trees next to path
    - Patch the pond liner
    - Cut back vegetation over road signs
    - Grease swings in Play Area
    - Regular check of bus shelters
    - Marking of disabled bays – to be discussed first at the Highways Committee
    - Regular check of PR card at the Pavilion  
Completed
    - Raise crown of the trees at Point B
    - Remove tree from Market Place Car Park
    - Remove small tree from top of Valens terrace and tidy up area
    - Re-oil pound gates  
The Groundsmen to use the tablet to photograph any completed jobs or if they see anything that needs attention
- 6. Machinery and Tools**
  - a. **Sale of Kawasaki Mule:** The Mule had been bought back from T.H. White for £4500 + VAT and sold for £5500. It was agreed to discuss the issue of VAT at the Finance & Governance meeting

- b. **Sale of John Deere ride-on/purchase of a roller:** The ride-on mower had been sold for £1750 and the roller purchased at a cost of £1102.50 + vat
- c. **Update of tool inventory**  
This had been circulated

It was agreed to look at replacing the Stihl hedge cutter with a battery equivalent

It was agreed to look at replacing the Cobra pressure washer with a battery equivalent

Cllr B. Walton to check how many chainsaws there are. A Column to be added to the inventory to show the asset management and the likely replacement date for the machinery.

- d. **Tools wish list update**  
To be discussed further at the next meeting.

It was agreed to purchase the following items:

Connix Lighting Set for the trailer at a cost of £89.99 + vat  
HDIUK Professional Power 32 amp to 16 amp mains fly converter adaptor cable at a cost of £37.49 + vat

## **7. Office equipment/service provider**

- a. **New laptop for job share:** A reconditioned laptop had been purchased at a cost of £160
- b. **New email address for job share:** This has been set up as support@boxparishcouncil.gov.uk

## **8. Matters relating to Staff:**

- a. **Additional Office support:**  
Purchase of updated National Joint Council for Local Government Services – National Agreement on Pay and Conditions of Service (Green Book)  
This was discussed and it was agreed not to purchase this through the LGAs Employer Link service. There would be a 5% discount in the first year. The annual subscription will be £397 with the discount

Expenses Policy: The draft policy was discussed and it was agreed to **recommend** that this be adopted by Full Council

Expenses Claim Form: The draft form was discussed and it was agreed to **recommend** that this be adopted by Full Council

Revised Leave of Absence Policy: The updated policy was discussed and it was agreed to **recommend** this to Full Council for adoption

Contract of Employment: The Contract for the Assistant Clerk had been drawn up following the new NALC model contract. This was discussed and agreed and will be signed on the first day of employment.

The new contract for the Clerk will be identical apart from the salary points. This will not come into force while the Clerk is required to work more than eighteen hours a week.

- b. **Current Clerk -Transition period:**  
It had been agreed by Full Council that the Clerk's gratuity would be paid after 1<sup>st</sup> April 2024

The arrangements for the transition period were discussed. The new Assistant Clerk will start on 1<sup>st</sup> April and work 18 hours per week. It was agreed that for April at least the Clerk would continue to work her present hours.

The Assistant Clerk could take over the running of the website and Cllr Tim Walton agreed to help with this. She could also transfer the pavilion bookings to an online system.

### **Job Descriptions**

Draft revised Job Descriptions had been drawn up to reflect the Job Share. However the Job Description that was circulated with the job application will run until after the probation period has been completed.

## **9. Items for discussion:**

a. **Remaining holiday:** Details of the remaining holiday were discussed. All members of staff have outstanding days

b. **Review of Job Descriptions**

**Assistant Open Spaces Manager**

It was agreed to ask Chris to tidy up the A4 and the pavements through the village from the beginning of May in time for the judging of the Best Kept Village Competition.

The Job Description was revised removing references to street cleaning etc. Reference to the Council's Climate Change Action Plan had been added.

**Open Spaces Manager**

Reference to the Council's Climate Change Action Plan had been added.

Both the Job Descriptions would be review+ed in March 2025

c. **NPTC Level 2:** Joel did not pass the assessment but he had completed the training. It was agreed to discuss retaking this at his Appraisal meeting after he has had more experience.

## **10. Items of report and future agenda items:**

- Tools wish list to be discussed at the next meeting

## **11. Date of next meeting:** 27<sup>th</sup> May 2024 - tba

*Meeting closed at 8.45 pm*

**Chairman**