



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD BY ZOOM ON 11th JANUARY 2021

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 19th October 2020 was taken as read and will be signed as a true record at the next proper meeting.

The meeting scheduled for 14th December had been postponed and rescheduled for today.

Matters Arising:

Public toilets: Under the current guidelines public toilets can remain open during the lockdown. One toilet will be kept opened and cleaned

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

Staff clothing: Lackham College had reimbursed the cost of the clothing for the Work Experience Students.

Training: Clerk to pursue the possibility of digital First Aid Training .

Contingency plan to deal with staff if tested positive for Covid-19: As previously agreed T.H. Jones & Sons will be used as a back up if the Groundsman and his assistant are off work with Covid.

Replacement of mowers: Figures had been drawn up and included with the budget. Further quotes and demonstrations to be arranged.

Work Experience Student: Lackham College were still deciding what is happening regarding allowing the student to work during the lockdown.

4. Staff working patterns in light of new coronavirus restrictions:

Clls Case and Cox had met with both the Groundsman and Assistant Groundsman and the Clerk prior to the meeting to discuss their wellbeing. A further date will be sent to look at the list of work priorities.

Cllr Tye asked for the following work to be carried out as a matter of urgency and as H&S issues:

- Painting of white edges to steps – this will be weather dependant
- Pollarding of hawthorns at the bottom of the Allotments
- Cutting off the corrugated iron on the bank at the bottom of the allotments

As the situation regarding the lockdown was unsure after the Christmas break the staff were asked to check before they came back to work.

Health and Safety checks had been carried out around the parish. The staff have confirmed that they will adhere to the restrictions. The Groundsman and Assistant are working together in a bubble but are following social distancing and wearing masks. There will need to be flexibility in their work schedule due to restrictions and weather conditions. If the bubble is broken they may have to stagger their working days and there may be delay to some of the work as they are not able to work closely together.

It was agreed that there should be a regular meeting with the Groundsman and Assistant Groundsman to discuss the list of winter jobs and this will be held on 1st February at 10.00 am. Cllr Tye will join Cllr Cox and Cllr Case at this meeting. This will help the relationships between the staff and Council.

The main priority for the Council was to ensure that the grass areas are cut. In the event of both of the Groundsmen being off work someone would have to be brought in to clean the toilets. In the absence of the Clerk the Chairman of the Cemetery Management Committee would manage the Book of Remembrance and any burials (Clerk to give training on this to Cllrs Botterill; Case and Parker)

In the current circumstances it was felt that the Council needs to be mindful of the budget as future income might be affected. It was agreed that only work classed as an emergency should be done outside of the budget.

- 6. Letter from a Councillor re expectations of staff:** Cllrs Case and Cox strongly objected to the tone of the email and were unhappy about some of the wording used. It was felt that the constant complaining about staff must stop. The closure of the Parish Council over the Christmas and New Year period is in line with other local authorities and the staff were entitled to this. Box Parish Council is not a front line service.

The issue of the SID and public toilets had been raised by the Groundsman prior to Christmas. The Clerk had spoken to the Chairman and rather than make a unilateral decision it had been agreed to take this to the Council to decide.

It was agreed that everyone must be kinder to the staff and other Councillors moving forward and the council needs to find a one to discuss things in a more respectful manner.

As the members of staff had not taken much leave they were asked to look at dates that they could take time off between now and the end of March.

- 7. Future meetings:** As the Council is responsible for the Health and Safety and Wellbeing of all the staff it was agreed that there was a need to timetable regular meetings. The meetings with staff will be held every other month and the Committee meetings held in between times.

- 8. Dates of next meetings:** Meeting with staff – Monday 1st February
Next Committee meeting – Monday 1st March

Chairman