



Box Parish Council

9th December 2025

Minutes of the Box Parish Personnel Committee meeting held at 7pm on 8th December 2025 at Parish Office, Box, SN13 8NX

1. Present:

Cllr B Walton (Chair)
Cllr M Tye (Vice Chair)
Cllr N Ingledew
Cllr T Walton
Clerk – S Vickery

2. **Apologies:** There were no apologies. The Committee was quorate.

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 Personnel Committee on 29th September 2025 were taken as read and signed as a true record.

7. **Future Training and Continuous Professional Development.** The Committee noted the training plan for the Team in 26-27:

- a. Clerk. To be enrolled in the CiLCA course (and potentially the WALC training package) and to complete a manager's H&S refresher.
- b. OSM. To undertake a H&S refresher and ROSPA inspection course. Councillors also discussed the completion of the advanced chain saw course; this would be discussed with the OSM.
- c. OSW. To undertake the LANTRA basic chain saw course, first aid refresher and ROSPA inspections.

Action: Clerk to check WALC CiLCA training and to discuss chain saw exam with the OSM.

8. **Master Time Sheets.** The Committee would continue to monitor the new master time sheets to ensure that the team is working efficiently on the designated tasks of the Council. In particular, the Committee wished to highlight:

- a. The large amount of time spent on leaf blowing and car park cleaning.
- b. The need to balance work especially at Rudloe and Boxhill.
- c. To complete the Christmas lights asp and to ensure that scaffold poles are sprayed green for future use.
- d. The benefit of out sourcing the dig for cremations.

- e. The need for the team to engage fully with the Council’s strategies and to work according to agreed plans.
- f. The Chair would start to reflect the new committee structures in the monthly analysis from the start of the 26/27 year.

9. **Feedback from Team meeting on 4th December.** The Committee noted a number of feedback points from the recent Team meeting held on 4th December:

- a. Fire alarm checks are now in place at the Pavilion.
- b. There will be a Parish grasslands (verges etc) mowing plan for 2026.
- c. Vandalism. The recent Pavilion vandalism will be investigated and reported to the PCSO.
- d. To create more indoor space the OSM will consider selling the 2nd trailer and purchasing new ramps in order to move the wood-shredder.
- e. Hiring the JH Jones robot line marker will be considered for the Rec and RCC football pitches.
- f. The aspiration for the team to have two 8 inch tablets (with tel numbers) will be added to the Forward Plan for consideration in 2026.

10. **Policies to be approved.** The Committee **recommended** the approval of 2 of the 3 policies. The 3rd Policy, Management of Unplanned Absence should be combined with the Sickness and Leave of Absence Policy to form one coherent and HR-compliant Absence Policy.

- a. Lone Working.
- b. Equality, Diversity and Inclusion.
- c. Management of Unplanned Absence – not recommended.

Action: Clerk to draft a combined Absence Policy.

11. **Appraisals.** The Clerk reported the plan to conduct team appraisals (end of year 25-26 and start of year 26-27) in April 2026; prior to this he would propose and check objectives with this Committee.

Action: Clerk to prepare proposed 26-27 team objectives.

12. **Pension Arrangements.** The Committee considered a paper from the Clerk on future employee and employer NEST pension contribution, moving from a split of 3% employer and 5% employee to an equal split of 5% employer and 5% employee. This **recommendation** was agreed unanimously at a cost of approximately £750 to £1,000 wef 1st April 2026. The Team would be encouraged to consider the ‘ethical’ investments.

13. **Christmas Holiday.** The Committee noted the current leave plans of the team, noting that the OSW would be working half days of whole days over the festive period.

December 2025	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
Steve											½																				
Joel																															
Doug			½							½																					
Corinne																															

14. **Correspondence.** To receive any urgent correspondence. There had been no correspondence to consider.

15. **Forward Plan.** The Forward Plan was noted with the policies and risks for the Personnel Committee. The history notes could now be moved to separate annex.

16. **Future Agenda and Items to report.** Items of report and future Agenda items:

- a. Lid for Pickle Ball equipment needs to be secured.
- b. The website items should open in a new window, so the existing site remains active.
- c. The Open Spaces part of the website should reflect the previous notices regarding the Cemetery and Common.
- d. PAT testing of lights and in general should be booked.

17. **Date of next meeting.** The next meeting will be at 7pm on Monday 16th February 2026.