BRISTON PARISH COUNCIL

The Parish Office

Briston Pavilion, Recreation Ground,

Stone Beck Lane, Briston,

Melton Constable NR24 2PS

Telephone: 01263 862638

Email: parish-council@briston-norfolk.org.uk

Website: [http://bristonparishcouncil.org/1&1](http://bristonparishcouncil.org/1%261)

Minutes of the Briston Parish Council Personnel Committee held on Monday 26 October 2020 at 7pm. Because of the lockdown due to the Coronavirus pandemic this meeting was held on Zoom and members joined from their places of residence.

Present: Cllr Ian Chilton Chairman

 Cllr Pete Moulton Vice Chairman

 Cllr Matthew Pickhaver

 Cllr Mrs Woodhouse Note taker

In attendance: Cllr Graham Pickhaver

**2020/06 Apologies for absence**

Cllr Ms Julie White and the clerk, Mrs Jenny English

**2020/07 To record declarations of interest from members on any items on the agenda**

None

**2020/08 To approve the minutes of the Personnel Committee meeting held on 13 July 2020**

Proposed by Cllr Mrs Woodhouse. Seconded Cllr Moulton **Approved**

**2020/09 To discuss matters arising from the Personnel Committee meeting held on 13 July 2020**

The Staff Appraisal Scheme was approved by the full council and Cllrs Mrs Woodhouse and Graham Pickhaver were elected to carry out the appraisal for the clerk. The clerk will carry out the appraisal for the handyman. A time frame has to be agreed by all parties. **Action Cllrs G Pickhaver/Mrs Woodhouse/Clerk**

The job description overview will form part of the staff appraisal.

The review of duties to ensure all mandatory/specialist training/assessments are complete is covered under Risk Assessment, minute 2020/10.

**2020/10 To discuss and approve the Coronavirus (Covid-19) Council Recovery/Reopening Health Safety & Fire Checklist/Risk Assessment**

The committee discussed at length the draft Parish Council Risk Assessment and Covid-19 Risk Assessment.

A list of actions was agreed in relation to the risk assessments. Cllr Mrs Woodhouse to compile the list and these will be implemented by the parish clerk or Cllr Chilton. **Action: Clerk/Cllr Chilton**

Cllr Mrs Woodhouse to update the draft risk assessments accordingly ready for presentation to the full council meeting for adoption. **Action: Cllr Mrs Woodhouse**

**2020/11 To invite public participation**

No members of the public present

The meeting closed at 19.45

Signed:

Dated:

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| **Action** | **Notes** | **Complete** |
| Purchase of hand held temperature checker | This can be used by the Clerk for visitors  to the office and at a later date face to face Council meetings |   |
| To employ a local company to carry out an initial deep clean of the office and then 1-2 hours on a monthly basis. .  A local company was preferred in case of any issues with the cleaner, ensure DBS checked and cover for sickness. | Set date each month, 1st Tuesday of the month for example then the Clerk will be able to ensure confidential paperwork is locked away and desks cleared as much as possible. |   |
| Basic Fire Risk Assessment to be written  |    |   |
| Fire Extinguisher or Blanket/Emergency Lights/Smoke alarm/detector  | Approach HRC to purchase fire extinguisher  and or blanket for office Confirm  that emergency lights, fire extinguisher and smoke detectors will form  part of the HRC checks.   |   |
| Purchase First Aid KitAs Clerk is Line Manager for the Handyman she should hold the basic First Aid Certificate |     |   |
| Courses identified for Handyman:Ladder TrainingManual HandlingUse of pesticidesUse of Power Tools and Mower safely | Currently most of these will be available online.  IC to contact ST to see if can assist the Handyman with online training |   |
| COSHH sheets for pesticides | Following Training Identify those required and obtain from website.  Ensure safe storage of pesticides |   |
| Servicing of Mower | Annual Service of Mower to be implemented from March 2021.   |   |