

# BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the Briston Parish Council Committee held on Monday 26 July 2021 at 7pm in the Briston Pavilion

Present: Cllr Pete Moulton Chairman  
Cllr Ian Chilton Vice Chairman  
Cllr Graham Pickhaver  
Cllr Les Edwards  
Cllr Mrs Hayley Quinsey  
Cllr Mrs Noeleen Woodhouse  
Cllr Matthew Pickhaver (from 7.16pm)

## **2021/01 Apologies for absence**

Clerk – Mrs Jenny English

## **2021/02 To record declarations of interest from members on any items on the agenda**

None

## **2021/03 To approve the minutes of the Personnel Committee meeting held on 26 October 2020**

Proposed Cllr Mrs Woodhouse. Seconded Cllr Graham Pickhaver.

**Approved**

## **2021/04 To discuss matters arising from the Personnel Committee meeting held on 26 October 2020**

2020/09 Appraisal of Clerk complete. Copies with Cllr G Pickhaver, Chairman and held on personnel file.

Cllr Quinsey asked if the Personnel Committee should receive an update of the set tasks for the year ahead from the appraisal. Cllr G Pickhaver stated these were personal and could only be released with the Clerks permission.

2020/10 Covered in Agenda

## **2021/05 To review the Parish Council Risk Assessment and Parish Council Covid Risk Assessment to ensure current and relevant and actions have been completed/formulate a plan of completion – Cllr Mrs Woodhouse**

Cllr Woodhouse discussed at length with councillors proposed changes to the Parish Council Risk Assessment and Parish Council Covid Risk Assessment. A draft of each policy will be prepared and sent to the Clerk for adoption at the full council meeting in August.

There was no updated version of the Risk Assessments from the Clerk for the meeting with regards to the actions.

After discussion Cllr Graham Pickhaver proposed that a letter be sent to Mr Twiddy, the handyman advising him of suggested courses required to carry out his role with Briston Parish Council. Courses identified as Working at Height (already purchased), Manual Handling, PA1 and PA6 Safe use of Pesticides, Safe use of Machinery. Seconded by Cllr Edwards.

**Approved**

Briston Parish Council and the Clerk will support Mr Twiddy to achieve this and should be completed within his working hours. Completion to be set for six months.

It was noted that the lawn mower may not have been serviced as highlighted in the Risk Assessment, it was proposed by Cllr Edwards and seconded by Cllr Quinsey all agreed that arrangements must be made for the mower to be serviced by 30th September 2021. **Approved**

After discussion It was proposed by Cllr Woodhouse that the Clerk completes the basic Fire Risk Assessment for the Office, First Aid Course (First Aid at Work), purchase a First Aid Kit, complete a DSE (Display System Equipment) Self assessment and pass to Cllr Mrs Woodhouse for over viewing to ensure a full DSE Assessment is not required. Seconded by Cllr Mrs Quinsey. **Approved**

**2021/06 To review the opening of the parish office for visitors – Cllrs Mrs Woodhouse**

This was discussed and the general consensus was that it should be opened under the guidance of the Covid Risk Assessment but needed consultation with the Clerk in case of any recommendations through NALC, etc. Deferred to the August Parish Council meeting whilst discussing Risk Assessments.

**2021/07 To consider a Resolution to exclude the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960s.1, in order to discuss confidential matters.**

No proposer

**2021/08 To review staff personnel files including job descriptions and contracts of employment**

The Clerk had circulated to Councillors role profiles and copies of Contracts for the Clerk and Handyman prior to the meeting. Councillors present had different versions of the same paperwork.

Each employee was discussed individually and queries were raised regarding annual leave/bank holiday entitlement, aspects of the role profile, wage structures, capability assessment (to ensure the working hours are fair). After a lengthy and full discussion it was proposed by Cllr Mrs Quinsey that Briston Parish Council employ the services of Chris Moses, Personnel Advice & Solutions Ltd, for one month initially at £100 in order for both employee's employment contracts and all associated documentation to be reviewed. Seconded by Cllr Graham Pickhaver. **Approved**

In preparation for this it was proposed by Cllr Moulton that the Clerk be instructed to implement a job sheet for the handyman to record the duties he carries out and the time spent on them for a two month period covering August and September 2021. Seconded by Cllr Chilton **Approved**

**2021/09 To discuss the mediation process including setting up a working group**

Cllr Graham Pickhaver gave an overview of the raw data from the survey circulated to all councillors and employees prior to the meeting and background surrounding its implementation. Action deferred.

The meeting closed at 9.35pm

Signed:

Dated: