

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 25<sup>th</sup> JANUARY 2010.

PRESENT: CLLRS. MRS A R BEADLE [Chair], J A BEADLE, A R MULCUCK, M J PORTER, MRS A THROSSELL & MRS J F THWAITES  
MRS S J KAVANAGH [Clerk of the Council]

466. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

467. **APOLOGIES**

All Members were present.

468. **DECLARATIONS OF INTERESTS**

There were no declarations of interest.

469. **APPOINTMENT OF VICE CHAIR**

It was **NOTED** that due to the resignation of the Vice-Chairman it is necessary to appoint a new Vice-Chairman for this Committee.

Cllr. Mrs Throssell was **NOMINATED** by Cllr. Porter and **SECONDED** by Cllr. Mulcuck. There being no further nominations Cllr. Mrs Throssell was duly **ELECTED** Vice-Chair of the Personnel Committee for the remainder of the municipal year.

470. **FINANCE**

Details of personnel expenditure to 31<sup>st</sup> December 2009, which had been previously circulated, was **READ** and **NOTED**.

Clarification was requested regarding the Community Centre Administration budget.

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Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50 the Chairman moved that due to the confidential nature of the next item the Press and Public be excluded from the meeting.  
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471. **ITEMS BROUGHT FORWARD FROM LAST MEETING**

(a) Reorganisation of Administrative Staff Duties [Page 159, Item 332(h)]

Members were advised of the new situation that has arisen and discussion took place.

It was **NOTED** that under the circumstances the suggestions, as circulated, will not now be possible and the reorganisation of duties will have to be reviewed.

**RESOLVED** a meeting be arranged between the Chairman, Clerk and Administrative staff to review the reorganisation of duties bearing in mind the new situation.

(b) Matters Raised by Members of Staff [Page 158, Item (a)(iii)]

Notes of a meeting held with the grounds staff were CIRCULATED, **READ** and **NOTED**. Cllr. Mrs Beadle outlined the situation regarding the proposed change of working hours in the winter and summer months. Discussion took place.

**RESOLVED** that grounds staff will commence work half an hour later at 8.00am during December and January and take half an hour for lunch.

**RESOLVED** there will be no change to their summer hours this year but the situation will be reviewed at the end of the summer.

Cllr. Mrs Beadle also advised the Members of the queries raised by the grounds staff regarding drain inspections and clearing and training budget.

**RESOLVED** that, as previously instructed, those members of staff undertaking drain inspections and clearing must have a hepatitis 'B' injection.

472. **TRAINING**

(a) First Aid Refresher Courses during F/Y 2010/2011

It was **NOTED** that two members of staff need to undertake a refresher course to maintain their first Aid qualifications. The cost will be £181.06 per person and this training will be paid for from the 2010/2011 training budget.

473. **LOCAL GOVERNMENT PENSION SCHEME – REPORT & ACCOUNTS 2009**

**READ** and **NOTED**.

The Chairman requested that a further item be taken as it is date sensitive.

474. **LOCAL GOVERNMENT PENSION SCHEME - POLICIES**

A communication from Kent County Council was **READ** advising that this Council is required to make a policy decision under Regulation 13.

**RESOLVED** to **RECOMMEND** that the following policy be approved.

Regulation 13. Additional Pension: It is not Ditton Parish Council's policy to grant additional pension to scheme members under this regulation. Any exceptional cases that were of overall benefit to the Authority would require the agreement of the Council.

475. **CLOSURE**

The meeting closed at 8.08.

Chairman  
1<sup>st</sup> February 2010