

## DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF THE PERSONNEL COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 22<sup>nd</sup> MARCH 2010 at 7.30pm.

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton  
AYLESFORD  
Kent ME20 6QR

(Mrs) Sue Kavanagh  
Clerk of the Council  
16th March 2010

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### **A G E N D A**

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATIONS OF INTERESTS**
4. **FINANCE** - Salary Analysis Months 1 to11 – copy herewith
5. **ITEMS BROUGHT FORWARD FROM LAST MEETING**
  - (a) **Reorganisation of Administrative Staff Duties**
6. **TRAINING**
  - (a) **!st Aid**
  - (b) **Ladders**
  - (c) **Cilca - Local Council Administration**
7. **MATTERS RAISED BY MEMBERS OF STAFF** - if received
8. **CLOSURE**

N.B: All Meetings of the Council are open to the public and include an adjournment of 15 minutes to enable members of the public to raise any items for the Council's attention, however, because of the confidential nature of the some of the items on this Agenda part of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.

