

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 22<sup>nd</sup> MARCH 2010.

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

575. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

576. **APOLOGIES**

Apologies were RECEIVED from Cllr. Mrs Throssell. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and is recorded in the absence book ref. 64.

577. **DECLARATIONS OF INTERESTS**

There were no declarations of interest.

578. **FINANCE**

An analysis of salary expenditure for months 1 to 11 which had previously been circulated, was **READ** and it was **NOTED** that there will be a surplus at the end of the financial year.

*The Chairman moved that due to the confidential nature of the following items of business the remainder 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.*

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Discussion took place on the decision by a member of staff not to retire next year as previously indicated, due to a change in circumstances. It was **NOTED** that this will cause a small shortfall in the personnel budget in 2010/2011.

**RESOLVED to RECOMMEND** to slip forward £3,000.00 from this years surplus in the casual bar staff budget, to cover the shortfall in the personnel budget in 2010/2011.

579. **ITEMS BROUGHT FORWARD FROM LAST MEETING**

(a) Reorganisation of Administrative Staff Duties

**NOTED** that a meeting with administrative staff is to be arranged in the near future.

580. **TRAINING**

(a) 1st Aid

Members were advised that both the Bar Manager and Grounds Supervisor passed the requalification course in 1<sup>st</sup> Aid at Work and two other Members of staff passed the 1<sup>st</sup> Aid at Work for the first time. **NOTED** the Clerk has sent letters of congratulation to them.

(b) Ladders

The Committee was advised that two members of grounds staff and two members of caretaking staff have passed the ladder and steps training course.

**NOTED** the Clerk has sent letters of congratulation to those concerned.

(c) Cilca - Local Council Administration

Members were informed that Administrative Assistant Nicola Greenaway has passed the Certificate in Local Council Administration, gaining 17 passes and 9 distinctions.

**NOTED** the Clerk has sent a letter of congratulation to her.

**RESOLVED** that this member of staff be awarded one spinal point increase in salary, in recognition of gaining the CILCA qualification, details of which are recorded in the Confidential Memorandum book Ref. CM350

**RESOLVED** this member of staff will be promoted to Deputy Clerk in January 2011, details of the proposed spinal point increases in salary for this position are recorded in the Confidential Memorandum Book Ref. CM350.

581. **MATTERS RAISED BY MEMBERS OF STAFF**

**NOTED** no matters had been raised by members of staff.

582. **CLOSURE**

The meeting closed at 8.05pm

Chairman  
7<sup>th</sup> April 2010