

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 27th JUNE 2011 at 7.30PM

Ditton Parish Council Office
The Community Centre
Kilbarn Road
Ditton
AYLESFORD, Kent ME20 6QR

email: clerk@dittonparishcouncil.gov.uk
Website: www.dittonparishcouncil.gov.uk
Tel: 01732 844749

[Mrs] Sue Kavanagh
Clerk of the Council
21st June 2011

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
4. **ELECTION OF VICE-CHAIR**
5. **FINANCIAL INFORMATION**
 - (a) Income and Expenditure
 - (i) 1st April 2010 – 31st March 2011 – Copy herewith
 - (ii) 1st April 2011 to 31st May 2011 - Available at Meeting
6. **ITEMS BROUGHT FORWARD FROM A PREVIOUS MEETING**

There are no items to bring forward
7. **TRAINING**
 - (a) Food Hygiene – Assistant Bar Managers

- (b) Personal Bar Licence – Part-Time Bar Managers

8. **REQUEST TO CHANGE DATE OF SEPTEMBER MEETING**

~~~~~  
The Chairman to move 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.*  
~~~~~

9. **STAFF MATTERS**

- (a) Long Term Sick Leave
- (b) Temporary Cover - Grounds Staff
- (c) Paternity Leave
- (d) Matters raised by Members of Staff, if available

10. **CLOSURE**

N.B. All Meetings of the Council are open to the public and include an adjournment of 15 minutes to permit members of the public to raise any items for the Council's attention, however, due to the confidential nature of some of the items of business parts of the meeting may 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.