

DITTON PARISH COUNCIL

MINUTES of a MEETING of the PERSONNEL COMMITTEE HELD in THE COUNCIL CHAMBER at DITTON COMMUNITY CENTRE on MONDAY 27th JUNE 2011

PRESENT: CLLRS MRS A R BEADLE (CHAIR PERSON), J A BEADLE, M D BRINE, A R MULCUCK, M J PORTER AND MRS A THROSSELL
MRS S J KAVANAGH [Clerk of the Council], AND MRS N GREENAWAY [Deputy Clerk]

100. OPENING OF MEETING

Cllr. Mrs Beadle opened the meeting at 7.30pm

101. APOLOGIES

Apologies were **RECEIVED** from Cllr Mrs Thwaites. The previously notified reason for absence was recorded in the absence book ref. 117 and **ACCEPTED** and **APPROVED**.

102. DECLARATIONS OF INTEREST

Cllrs. J A Beadle and Mrs A R Beadle declared a personal interest in item 98(c) as they are acquainted with the member of staff concerned.

103. ELECTION OF VICE-CHAIR

Cllr Mrs Throssell was **NOMINATED** by Cllr Mrs Beadle and **SECONDED** by Cllr J Beadle. There being no further nominations, Cllr Mrs Throssell was duly elected Vice-Chair for 2011/12.

104. FINANCIAL INFORMATION

(a) Income and Expenditure

(i) 1st April 2010 – 31st March 2011

This information, which had previously been **CIRCULATED**, was **READ** and it was **NOTED** that there was a surplus at the end of the year.

(ii) 1st April 2011 to 31st May 2011

CIRCULATED, READ and NOTED.

105. **ITEMS BROUGHT FORWARD FROM A PREVIOUS MEETING**

There were no items to bring forward

106. **TRAINING**

(a) **Food Hygiene – Assistant Bar Managers**

It was **NOTED** that the two Assistant Bar Managers and one Senior Bar Assistant have been booked onto a Food Hygiene course in August.

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

It was **NOTED** that the two part-time Assistant Bar Managers do not hold a Personal Licence, but one does have the BII qualification necessary to obtain a Personal Licence. It was **FURTHER NOTED** that the cost to do the BII qualification is £150.00, the personal licence fee is £37.50 and this also requires a certificate of Disclosure costing £25.00. It was suggested that as there was insufficient funds in the training budget that the Assistant Bar Manager with the BII should obtain a personal licence but postpone the BII and Personal Licence application for the other Assistant Bar Manager until next year.

RESOLVED that the part-time Bar Manager who holds a BII qualification applies for her personal licence as soon as possible and the other part-time Bar Manager undertake the BII and apply for a personal licence during the next financial year.

107. **REQUEST TO CHANGE DATE OF OCTOBER MEETING**

It was **NOTED** that the Clerk had requested to take Annual Leave during the October half term which clashed with the next Personnel Meeting date.

RESOLVED to change the date of the next Personnel Meeting to Wednesday 14th September at 7.30pm.

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**The Chairman moved that *due to the confidential nature of the following items of business the remainder of the meeting 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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108. **STAFF MATTERS**

(a) Long Term Sick Leave

It was **NOTED** that a member of Grounds Staff would be on sick leave for a period of 8-12 weeks following an operation.

(b) Temporary Cover - Grounds Staff

It was **NOTED** that cover had been arranged for the other two members of Grounds Staff's holiday for four weeks during August, but it is hoped that no additional cover would be necessary.

(c) Paternity Leave

Cllr Mrs Beadle **REPORTED** that one of the caretaking staff had requested two weeks paternity leave during August. The Clerk confirmed that requests for paternity leave cannot be refused, however it was **NOTED** that this will be at no cost to the Council, as he will receive Statutory Paternity Pay for this period of leave.

RESOLVED to accede to the request for paternity leave.

(d) Matters raised by Members of Staff

There were no matters raised by staff.

109. **CLOSURE**

It was **NOTED** that this will be the Clerk's last meeting before she retires and on behalf of the Council, Cllr. Porter thanked her for her work over the past 27 years and wished her a long and happy retirement

The meeting closed at 8.07pm.

Chairman
4th July 2011