

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON TUESDAY 22ND NOVEMBER 2011

PRESENT: CLLRS. MRS A R BEADLE [Chair], MRS A THROSSELL [Vice Chair], J A BEADLE, M BRINE & MRS J F THWAITES
MRS N GREENAWAY [Clerk of the Council]

282. **OPENING OF MEETING**

The Chairman opened the meeting at 3.00pm.

283. **APOLOGIES**

Apologies were **RECEIVED** from Cllrs Mulcuck and Porter. The previously notified reasons for absence were recorded in the absence book ref.135 and **ACCEPTED** and **APPROVED**.

284. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

285. **ESTIMATES FOR FINANCIAL YEAR 2011/2012**

(a) **2012/2013 Estimates**

Discussion took place on the draft estimates which had previously been **CIRCULATED**. It was **NOTED** that the Clerk needed to check the figure for the Community Centre administration staff.

RESOLVED to accept the draft estimates subject to the correct figure for Community Centre administration and that these be referred to the Finance and Administration Committee for scrutiny at the estimates meeting on 12th December 2011.

The Chairman moved that due to the confidential nature of the following item the Press and Public be excluded from the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50

(b) **Staff Salaries for 2012/2013**

Details of individual staff salaries and progressions on the NJC Salary Scales from 1st April 2012 were **READ & NOTED**. Further details are recorded in the Confidential Memorandum Book Ref. CM 357.



286. **STAFF MATTERS**

(a) Assistant Part-time Bar Managers

It was **NOTED** that one of the Assistant part-time bar managers had resigned but was remaining as a member of casual bar staff. The Clerk will speak to the Bar Manager about recruiting a replacement for this position.

It was **NOTED** that the other Assistant Part-time Bar Manager had informed the Clerk that she was pregnant and would be going on maternity leave in February.

(b) Grounds Staff

It was **NOTED** that a member of grounds staff had recently had an operation postponed which meant he was required by his doctor to only carry out light duties. It was **FURTHER NOTED** that it was likely that this staff member would require further medical treatment.

RESOLVED the Clerk will speak to Mentor Services to ensure the correct procedure is being followed.

287. **CLOSURE**

The meeting closed at 3.36pm.

Chairman
5th December 2011