

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY 14<sup>TH</sup> SEPTEMBER 2011

PRESENT: CLLRS MRS A BEADLE(CHAIR PERSON), MRS A THROSSELL (VICE-CHAIR), J BEADLE, M BRINE, M PORTER AND MRS J THWAITES  
MRS N GREENAWAY (CLERK OF THE COUNCIL)

148 **OPENING OF MEETING**

The Chair opened the meeting at 7.30pm.

149. **APOLOGIES**

Apologies were **RECEIVED** from Cllr Mulcuck. The previously notified reason for absence was recorded in the absence book ref. 125 and **ACCEPTED** and **APPROVED**.

150. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

151. **FINANCE**

(a) Analysis of income and expenditure to 31<sup>st</sup> August 2011

This information was **CIRCULATED, READ** and **NOTED**.

(b) National minimum wage increase

It was **NOTED** that the minimum wage for workers aged twenty one and over will increase on 1<sup>st</sup> October 2011 to £6.08, for 18-20 year olds it will increase to £4.98 and for 16-17 year olds to £3.68.

152. **STAFF AND COUNCILLORS PRE-CHRISTMAS SOCIAL GATHERING**

Discussion took place on possible dates and the preferred venue. It was decided that the Don Carman Hall had proved the most suitable venue and Thursday 15<sup>th</sup> December was the preferred date, subject to their being no clash with other events.

153. **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 figures may change slightly as there will need to be some reorganisation of administrative staff next year when the Community Centre Administrator retires.



**RESOLVED** to defer a decision on the final estimates until after the proposed reorganisation of the staff is finalised and to hold a further Personnel Committee Meeting on Tuesday 22<sup>nd</sup> November 2011 at 3.00pm, to approve the Personnel estimates for 2012/13.

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Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50 the Chairman to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

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(b) Staff Salaries for 2012/2013

It was **NOTED** that these figures could not be finalised until after proposals for the reorganisation of the administrative staff have been agreed.

154. **STAFF MATTERS**

(a) Office

(i) Toilet facilities

The Chairman advised that she felt it was not appropriate that the office staff had to use the Kilnbarn public toilet. Two alternatives were proposed; that one of the Kilnbarn toilets is kept locked and only the office staff have a key to use it during the working day, or that the staff use the disabled toilet in the foyer, which is rarely used. Using the disabled toilet was felt to be the better option but the Clerk will ask the office staff what their preference would be.

(ii) Future Staffing Requirements

It was **NOTED** that the Community Centre Administrator is due to retire next November but may decide to finish earlier than this. The Chairman advised that she and the Clerk will speak to the existing office staff about reorganisation of some of the duties and establish what additional cover will be required.

(b) Other Staff Matters

It was **NOTED** that there were no matters raised by members of staff.

155. **CLOSURE**

The meeting closed at 8.14pm.

Chairman  
3<sup>rd</sup> October 2011