

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 30th JUNE 2008 at 7.30PM

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

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[Mrs] Sue Kavanagh
Clerk of the Council
24th June 2008

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
4. **ELECTION OF VICE-CHAIR**
5. **FINANCIAL INFORMATION**
 - (a) Financial Analysis - EOY 2007/2008 – Copy herewith
 - (b) Minimum Wage increase from October 2008
6. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**
 - (a) Progression Planning [Page 298, Item 541]
 - (i) DEPUTY CLERK
 - (ii) COMMUNITY CENTRE ADMINISTRATOR



7. **TRAINING**

- (a) Welding 2 – Undertaken January 2008 - 10 week Course
- (b) Abrasive Wheels - undertaken 13th May 2008
- (c) Mobile Tower – undertaken 22nd May 2008
- (d) Fire Warden - to be undertaken 22nd July 2008
- (e) Manual Handling – to be undertaken 22nd July 2008

8. **LOCAL GOVERNMENT SCHEME** – Newsletter Issue No. 4 March 2008

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*The Chairman to move that, in view of the confidential nature of the following business to be transacted, the press and public will be excluded from the meeting in accordance with Standing Orders 27 and 50.*  
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9. **STAFF MATTERS**

- (a) Communication from Mrs Short
- (b) Notes of Meeting held with Bar Managers 10th May 2008
- (c) Medical Report
- (d) Matters Raised by Members of Staff

10. **CLOSURE**

<p>N.B: All Meetings of the Council are open to the public and include an adjournment of 15 minutes at approximately 8.30pm to permit members of the public to raise any items for the Council's attention, however, because of the confidential nature of the some of the items on this Agenda, in accordance with Standing Orders 27 & 50, parts of this meeting will exclude the Press and Public.</p>
