

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 23RD JUNE 2025

PRESENT: CLLRS. MRS J DEARDEN (CHAIR), N NEWMAN (VICE-CHAIR), M PORTER
& MRS A THROSSELL
MRS N GREENAWAY [Clerk of the Council]

98. **OPENING OF MEETING**

The meeting was opened at 8.25pm.

99. **APOLOGIES**

Apologies were received from Cllr Waters. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 585.

100. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

101. **ELECTION OF VICE-CHAIR**

Cllr Newman was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Mrs Dearden. There being no further nominations, Cllr Newman was duly **ELECTED** Vice-Chair of the Personnel Committee for 2025/2026.

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.

102. **KENT PENSION FUND – POOLING OF FUNDS FOR TOWN & PARISH COUNCILS**

It was **NOTED** that the Kent Pension Fund was running a consultation on the pooling of funds for town and parish councils. It was explained that currently all local authorities paid varying employer contributions set by the actuary. In order to deliver greater stability of contributions for employers and reduce the burden on the Fund for administration they were looking to "pool" employers. It was confirmed that only two employees were in this scheme. Cllr Newman said he thought there would be some training available to assist with any changes to administering the scheme as an employer and he would forward information.

103. **STAFF – FUTURE PLANNING**

It was **NOTED** that several members of the Office Staff are of a similar age and are likely to consider retirement within the next three to five years, so some thought will need to be given to future planning. Discussion took place on how a handover might be achieved and if the hours for the Clerk's role should be increased.

104. **TRAINING**

It was **NOTED** that the Grounds Supervisor and OSA Admin Assistant had recently undertaken a training session with the Council's Independent Health and Safety Consultant on Risk Assessments, which they had both found useful.

It was also **NOTED** that 12 staff would be undertaking a "refresher" in First Aid training in July.

105. **STAFF BY DEPARTMENT**(a) **Admin Staff**

It was **NOTED** that the Community Centre Bookings Administrator would be working Full Time from 1st August. Members were reminded this had been previously agreed and budgeted for. It was acknowledged that the office is very busy but the staff were coping and there were no issues, however the additional cover would be welcome.

(b) **Grounds Staff**

It was reported that a member of the grounds team had had to take a few days off sick recently. However, there were no issues necessary to bring to the Council's attention at this time.

(c) **Caretaking Staff**

It was reported that the Caretaking Supervisor had been signed off until mid July but the other staff were coping with the additional shifts and the office staff were also covering opening up the centre on quiet days.

(d) **Bar Staff**

No issues other than occasional problem with last minute shift cover.

106. **CLOSURE**

The meeting closed at 8.47pm.

Chairman
7th July 2025