

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 7TH OCTOBER 2024

PRESENT: CLLRS: N NEWMAN [VICE-CHAIR], M PORTER, MRS A THROSSELL &
A WATERS
MRS N GREENAWAY [CLERK OF THE COUNCIL]

214. **OPENING OF MEETING**

The meeting was opened at 8.19pm.

215. **APOLOGIES**

Apologies were received from Cllr Mrs Dearden. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 556.

216. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

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.

217. **STAFF**(a) **Admin Staff – Recruitment of Admin Assistant**

The Clerk reported that there were over 100 applications for the role and she had been through them all to select the most suitable candidates for interview. The CVs of the candidates selected for interview were given to Cllrs Waters and Mrs Throssell to review as they would be sitting on the interview panel with the Clerk. It was **NOTED** the interviews were to take place on the mornings of Wednesday 9th and Thursday 10th October.

RESOLVED to delegate to the interview panel to be able to offer the job to the best suited candidate following the interviews and to offer a salary within the SCP range of 7-11, dependent on experience.

(b) **Grounds Staff**

It was **NOTED** that the new member of Grounds Staff had commenced work the previous week and so far was settling in well. The Clerk will ensure that she has all the necessary PPP to enable her to carry out her duties safely.

(c) **Caretaking Staff**

No issues to report.

(d) Bar Staff

No issues to report.

218. **CLOSURE**

The meeting closed at 8.40pm.

Chairman
4th November 2024