

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE **COUNCIL CHAMBER**
AT DITTON COMMUNITY CENTRE ON **WEDNESDAY 10th AUGUST 2022**

PRESENT: CLLRS. MRS J DEARDEN [Chairman], J LOVER, N NEWMAN & MRS G GODDEN
MRS N GREENAWAY [Clerk of the Council]

147. **OPENING OF MEETING**

The meeting was opened by the Chair at 2.30pm.

148. **APOLOGIES**

Apologies for absence were received from Cllr Mrs Throssell. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref: 501.

149. **DECLARATIONS OF INTEREST**

Cllr Mrs Dearden declared a personal interest in item 150(c) as her husband is a member of caretaking staff.

The Clerk asked if one date sensitive request for the use of the open spaces could be considered.

RESOLVED to accede to this request.

A request has been received by a hirer to have a coal BBQ outside on the recreation ground. It has been established that although the organisation does have its own Public Liability Insurance, this insurance is for its usual activity and not catering. The hirer would be undertaking the cooking themselves and not a professional catering company. Concern was expressed about the use of a coal BBQ as it would not cool down properly until the next day and could be a fire hazard and also that it would not be provided by a professional caterer and may not be fully "manned". It was noted that there are over 200 expected at this event.

RESOLVED not to accede to this request on the grounds of health and safety.

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.

150. **STAFF & TRAINING**

(a) Admin Staff

Discussion took place on the performance of the Community Centre Admin Assistant during the continuation of the extension of the probation period.

Further information is contained in Confidential Memorandum Ref: 429.

(b) Grounds Staff

Details are contained in Confidential Memorandum Ref: 430.

(c) Caretaking Staff

It was **NOTED** that Mont White [one of the caretakers that worked Monday and Friday evenings plus most weekends] had tendered his resignation and would be leaving at the end of the month. It was further noted that he had worked for the Council for over 15 years and been a very valued member of staff.

RESOLVED the council would give a card and gift voucher as a token of appreciation and these would be given in as part of a presentation and thank you drink to be held in the Kilnbarn at which members and staff would be invited.

(d) Bar Staff

Things are generally going well although the Bar Supervisor was seeking to find another Senior member of staff.

Absence reporting and mis-use of Council facilities and energy were also discussed in view of the increasing cost of utilities.

The Clerk will send a memo to all staff to remind them of the correct procedures for absence reporting and also about being mindful with use of the council's facilities.

151. **CLOSURE**

The meeting closed at 3.42pm.

Chairman
5th September 2022