



HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

Serving the communities of Dibden, Dibden Purlieu and Hythe

DAVID SHIMPE Clerk to the Council

Tel: (023) 8084 1411

Fax: (023) 8084 2181

email:david.shimpe@btconnect.com

To:

Members of the Personnel-Committee

Mr D Smith
Mrs M Robinson
Mrs B Smith

Mrs M McLean
Mr M Wade
Mr B. Dash

Remainder of Council - for information

agpers38

8 November 2012

Dear Sir/Madam,

You are summoned to attend a Meeting of the PERSONNEL COMMITTEE to be held at The Grove, 25 St. John's Street, Hythe, on Wednesday next 14 November 2012 at 6.30 p.m.

Yours faithfully,

Clerk to the Council

AGENDA

1. Apologies for absence.
2. Election of Chairman.
3. To sign the Minutes of the Meeting held on 11 January 2012.
4. Notification of any other urgent business to be raised at the end of the meeting.
5. To note any declaration of interest made by Members in connection with an agenda item. The nature of the interest must be specified.
6. Proposed office closure Christmas 2012.
7. Exclusion of the Press and Public.
8. Proposed Manpower Budget 2013/2014.
9. Any other urgent business concerning this committee.

HYTHE AND DIBDEN PARISH COUNCIL

AGENDA NOTES

PERSONNEL COMMITTEE

14 November 2012

Item 6 Proposed office closure - Christmas 2012

During previous Christmas holiday periods when the office has been open there has been little or no interaction with the public. In addition most of the Council's contractors and suppliers close during the holiday period.

In 2010 Members agreed to a request to close the office for the 2010 Christmas period. The closure included the bank holidays and the concessionary day, with the other days being taken as part of the officers' annual leave entitlement. In 2011 the practice was repeated with the agreement of the Members. There have been no complaints from the public as a result of the closures.

This Christmas it is proposed to close the office on 24 December 2012 until 1 January 2013 inclusive. The office will be open again on 2 January. It is anticipated that Christmas Eve will be the concessionary day. Office staff have been consulted on the requirement to allocate part of their annual leave entitlement for the Christmas period, all are in agreement.

Should Members agree to the proposal then publicity relating to the closure could be distributed from the beginning of December onwards. Information regarding the Christmas arrangements at other council facilities is attached in annex 1.

Members are requested to agree to the closure of the office during the Christmas period and to consider whether or not future Christmas closure arrangements can be decided by the Clerk in consultation with the Chairman and staff.

Members' views are requested.

HYTHE AND DIBDEN PARISH COUNCIL

PERSONNEL COMMITTEE

14 November 2012

ANNEX 1

The following outlines the arrangements for the Parish Council's facilities for the Christmas 2012 holiday period.

Parish Hall

Currently awaiting details of requirements from a potential hirer for a four day booking (28-31 December 2012 inclusive). If the hire does not occur it is anticipated that the hall will be closed.

Clayfields Sports Centre

Due to the way the Parish Council operates the centre it is available for use by key holders to play tennis during the holiday period subject to booking in advance. Any hirers wishing to play tennis will be informed that the Caravan Club have made a booking to hire the car park, Community Room and the use of the toilets from 29 December 2012 until the 2 January 2013. The Caravan Club expect up to 25 mobile caravans to be parked for the period.

Noads Way Play Area

Noads Way Play Area will be open on:

24, 27, 28, 29, 30, 31 December 2012 and 2 January 2013 (normal service resumes on 3 January)

Notices displaying the opening times will be posted at the facility from mid-December onwards.

Remainder of Play Areas

The remainder of the Council's play areas will be available as normal.

Out of Hours/Emergency call outs – safety checks

The out of hours/emergency call out rota will be in operation.