

HYTHE AND DIBDEN PARISH COUNCIL

Minutes of the meeting of the
Personnel Committee
Held at The Grove, St John's Street, Hythe
On Monday 8 November 2010 at 6.00 pm

Members: *Mr M Wade (Chairman) – in the Chair
 *Mrs M Robinson
 *Mrs M McLean
 oMr A Wade
 *Mr D Smith
 *Mr w. Binns

* Indicates attendance
o Indicates apologies for absence

In attendance:

Mr D Shimpe (Clerk to the Council)
Mr S Spencer (Deputy Clerk to the Council)

171/10 Apologies for absence.

Apologies for absence were received from Alex Wade.

172/10 Election of Chairman.

David Smith was duly elected Chairman of the Personnel Committee.

173/10 Minutes.

The Minutes of the meeting of the Personnel Sub-Committee held on 28 September 2009 were taken as read and signed by the Chairman.

174/10 Notification of any other business to be raised at the end of the meeting.

There were no matters of any other business.

175/10 To note any declaration of interest made by Members in connection with an agenda item.

There were no declarations of interest.

17610 To discuss a proposed amendment to the Establishment .

The Committee considered a request to remove the post of Grove Warden from the Parish Council Establishment. The report highlighted the fact that historically the post had always been filled by the Grove Caretaker and that the job title was no longer necessary.

RESOLVED

The post of Grove Warden is removed from the Establishment

177/10 Proposed office closure – Christmas 2010.

Members considered a report which proposed that the Parish Council offices are closed during the Christmas period. Members noted that the existing emergency call out procedures would be in operation and that some members of the maintenance team will be on duty for part of the Christmas period.

RESOLVED

The Parish Council Offices would close on Friday 24 December 2010 and reopen on Monday 4 January 2011.

178/10 Equality Act 2010.

Members were informed that the Equality Act 2010 had come into effect on 1 October 2010. Some Members had already received training through the course of their employment however it was recommended that training is offered to all Members and staff.

RESOLVED

That a suitable training course is identified and offered to interested Members following the local elections which are to be held in May 2011.

179/10 Exclusion of the Press and Public.

RESOLVED

That the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12 of the Local Government Act 1972.

180/10 Review of the Finance Officers post.

Members considered a report outlining a recent review of the Finance Officers post.

RESOLVED

That the proposal contained in the report is implemented.

181/10 Staffing and Proposed Manpower budget 2011/12.

Members considered a report detailing the proposed manpower budget for 2011/2012.

RESOLVED

The proposed manpower budget for 2011/12 be recommended to the Council for approval.

The meeting closed 6.25 pm

Chairman

Date

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