

**HYTHE AND DIBDEN PARISH COUNCIL**

Minutes of the meeting of the  
Personnel Committee  
held at The Grove, St John's Street, Hythe  
on Wednesday 14 November 2012 at 6.30 pm

Members: \*Mr B Dash (Chairman) – in the Chair  
\*Mr D Smith  
\*Mrs M McLean  
\*Mr A Wade  
oMr M Wade  
\*Mrs Maureen Robinson

\* Indicates attendance  
o Indicates apologies for absence

In attendance: Mr D J Shimpe (Clerk to the Council)

151/12 **Election of Chairman**

Mr B Dash was elected Chairman.

152/12 **Minutes.**

The Minutes of the Meeting of the Personnel Committee held on 11 January 2012 were taken as read and signed by the Chairman.

153/12 **Notification of any other business to be raised at the end of the meeting.**

There was no notification of any other business.

154/12 **To note any declaration of interest made by Members in connection with an agenda item.**

There were no declarations of interest.

155/12 **Proposed Office Closure Christmas 2012**

Consideration was given to the proposed office closure between 24 December 2012 and 1 January 2013 (inclusive). Members were informed that the staff members had agreed to use part of their own annual leave on the non statutory days. Consideration was also given to delegating future Christmas office closures to the Clerk to the Council in consultation with the Chairman of the Council.

RESOLVED

- (a) That the proposed office closure for Christmas 2012 be agreed
- (b) That future arrangements for office closures over the Christmas Period be delegated to the Clerk to the Council with the Chairman of the Council.

156/12 **Exclusion of Press and Public**

RESOLVED

That the press and public be excluded from the meeting for the following item 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.

157/12 **Proposed Manpower Budget 2013/14**

Consideration was given to the proposed manpower budget for 2013/14.

RESOLVED that

- (i) the 2012/13 manpower expenditure is reviewed by the Chairman of the Council and Clerk to the Council at the end of the Financial year with a view to making a discretionary payment of £250 to staff earning less than £21500 per annum.
- (ii) the temporary summertime maintenance assistant post be deleted from the establishment.
- (iii) the post of Full Time maintenance assistant be added to the establishment.
- (iv) the manpower budget for 2013/14 be agreed.

The meeting closed at 6.44 pm.

Chairman

Date

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