

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 29TH JUNE 2026

PRESENT: CLLRS. MRS M NEWMAN (CHAIR), M PORTER, N NEWMAN, J COX
& MRS A THROSSELL
MRS N GREENAWAY [Clerk of the Council]

101. **OPENING OF MEETING**

The meeting was opened at 8.25pm.

102. **APOLOGIES**

There were no apologies for absence.

103. **DECLARATIONS OF INTEREST**

There were no declarations of interests.

104. **ELECTION OF VICE-CHAIR**

Cllr Mrs Throssell was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Cox. There being no further nominations, Cllr Mrs Throssell was duly **ELECTED** Vice-Chair of the Personnel Committee for 2026/2027.

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.

105. **TRAINING**

It was **NOTED** that the OSA Admin Assistant and a member of the Grounds Team had attended a KALC basic playground inspection course recently which was very useful.

It was also **NOTED** that some staff may require first aid at work refresher this year.

Sharps Training

It was **NOTED** that at the last Open Spaces Committee meeting it had been suggested that sharps training would be beneficial for the Grounds Staff as they may come into contact with sharp objects when litter picking. The Clerk had spoken to the council's H&S Consultant and he had provided a Sharps Safety Training Information Sheet. It was agreed this would be adequate but all staff that may come into contact with "sharps" should undertake this and sign to say they have read and understood the guidance..

RESOLVED all grounds, caretaking and bar staff be given the sharps training sheet and asked to sign when they have read and understood. Also to purchase a "sharps" disposal bin.

106. **STAFF UPDATE BY DEPARTMENT**

(a) Admin Staff

The Clerk reported that the office continues to be busy but there were no issues.

(b) Grounds Staff

Overall the working relationship between the grounds team had improved following a series of meetings. It was noted that a couple of issues had arisen and further details are contained within CM 455.

(c) Caretaking Staff

Generally, the situation is fine. We did struggle recently to cover some weekend shifts due to staff absences so we advertised for someone else. We interviewed and offered the role to a really nice local man. He has done one trial shift/induction and all good so far.

(d) Bar Staff

Again generally all ok. A couple of staff have left so the Bar Supervisor recently took on a few additional members of staff [some able to serve and some younger for glass collecting].

It was confirmed all new staff are being issued with induction information and appropriate contracts.

107. **CONFIDENTIAL ITEMS**

There were several items of a very sensitive nature to make members aware and these are documented in CM456 and CM457.

108. **CLOSURE**

The meeting closed at 9.15pm.

Chairman
6th July 2026