

**WALLINGFORD TOWN COUNCIL**

MINUTES

of the

Personnel Sub-Committee Meeting held at  
9, St Martin's Street, Wallingford on Wednesday 30<sup>th</sup> August 2017

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PRESENT

Councillors Davidson, McGregor, Norton and Titchener

The Town Clerk, Mrs Paula Lopez

**Note: Councillor Whelan was in attendance but as an observer.**

**214. ELECTION OF CHAIRMAN**

It was Proposed by Councillor Titchener, Seconded by Councillor Davidson and

**RESOLVED:**

**THAT** Councillor Norton is elected Chairman of the Personnel Sub-Committee for the 2017/2018 Municipal Year.

**215. APOLOGIES**

Apologies were received from The Mayor and Councillor Dolton.

**216. TERMS OF REFERENCE**

Councillors reviewed the Terms of Reference, copy attached. It was Proposed by Councillor Titchener, Seconded by Councillor McGregor and

**RESOLVED:**

**THAT** that the Town Clerk review and align the dates relating to the responsibilities of the Terms of Reference for the Personnel Committee.

## **217. ADMISSION OF THE PUBLIC**

It was Proposed by Councillor Davidson, Seconded by Councillor Titchener and

### **RESOLVED:**

**THAT** in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items and that the papers relating to these items remain confidential on the grounds that publicity would be prejudicial to the public's interest by reason of the confidential nature of the business to be transacted:-

Agenda Item 9 – Staff Notes and Reports.  
Agenda Item 10 – The Regal Centre  
Confidential minutes of 20<sup>th</sup> March 2017.

## **218. DECLARATION OF INTERESTS**

Information for each member was available at the meeting. There were no declarations of interests.

## **219. MINUTES**

The Minutes of the Meeting held on the 20th March 2017 as set out on pages 247 to 248 of the Minute Book, copy previously circulated to members, were signed as a correct record at the Plans and General Purposes Committee Meeting on the Monday 10th April 2017.

## **220. PROTOCOL**

The Town Clerk distributed the draft policy relating to Protocol to Members. It was Proposed by Councillor Titchener, Seconded by Councillor Davidson and

### **RECOMMENDED:**

**THAT** subject to a few agreed changes the draft Protocol Policy is recommended for adoption by full Council.

## **221. TRAINING**

(i) **Draft Training and Development Policy** - The Town Clerk distributed the draft policy relating to Training and Development to Members. It was Proposed by Councillor Norton, Seconded by Councillor Titchener and

### **RECOMMENDED:**

**THAT** the draft Training and Development Policy is recommended for approval by full Council.

(ii) **Training Update** – The Town Clerk updated Members on Training that had taken place and training that was planned.

## **222. FUTURE AGENDA ITEMS**

Health and Safety

**CONFIDENTIAL MINUTES SEE PAGE 90**