

WALLINGFORD TOWN COUNCIL



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2018-02-06 Personnel Agenda

Seniorofficer@wallingfordtowncouncil.gov.uk

30th January 2018

To: All Members of the Personnel Committee – Councillors Davidson, Dolton, McGregor, Norton and Titchener and The Mayor, Councillor Mike Kidley

Dear Councillor,

You are hereby summoned to attend a meeting of the Personnel Committee which is being held in the **Town Council Offices, 9 St Martin's Street on Tuesday 6th February 2018** at 7pm for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

A G E N D A

1. APOLOGIES

Apologies to be received. Councillor McGregor.

2. ADMISSION OF THE PUBLIC

To consider whether members of the public should be excluded from the meeting for the following agenda items:

- Staffing Updates

3. DECLARATION OF INTERESTS

Information for each Member will be available at the meeting.

4. PUBLIC PARTICIPATION - NOTIFIED AND IMPROMPTU (15 MINUTES IN TOTAL)

To be notified to The Town Clerk by 10.30am on Friday 2nd February 2018

5. MINUTES

To sign as a correct record The Minutes of the Meeting held on the 15th November 2017 as set out on pages 162 to 165 of the Minute Book, copies attached.

6. INTERN/STUDENT PLACEMENTS

To consider intern/student placements. Councillor Norton.

7. HEALTH AND SAFETY

The Town Clerk to give and update.

8. PAYMENT OF SALARIES

The Town Clerk to propose changing the payment of salaries from the last day of the month to the last Friday.

9. STATUTORY DAYS

The Town Clerk

10. STAFFING UPDATES

- i) The Town Clerk to give a general overview of staff.
- ii) The Market Town Co-ordinator's role.
- iii) The Town Information Centre – future staffing requirements.

11. FUTURE AGENDA ITEMS

Distribution: Notice Boards

NON CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.

ANY MEMBER OF THE PUBLIC WISHING TO ATTEND THE ABOVE MEETING AND WHO HAVE MOBILITY DIFFICULTIES ARE REQUESTED TO CONTACT THE TOWN COUNCIL OFFICES ON 01491 835373 BY 10A.M. ON FRIDAY 2ND FEBRUARY 2018. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT ACCESS IS PROVIDED.