



Wallingford Town Council

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2018-11-28 Personnel Agenda

22nd November 2018

To: All Members of the Personnel Sub-Committee – Councillors Davidson, Dolton, McGregor, Norton, Titchener and Whelan and The Mayor, Councillor Lee Upcraft

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 Wednesday 28th November 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. ELECTION OF CHAIRMAN

To elect a Chairman of the Personnel Committee for the current Municipal Year.

2. APOLOGIES

Apologies to be received.

3. TERMS OF REFERENCE

Councillors to review the Terms of Reference. Copy attached

4. ADMISSION OF THE PUBLIC

Members to consider and resolve those Agenda items for admission of the public.

5. DECLARATION OF INTERESTS

A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in our Council's Standing Orders code of Conduct (Item 13) in a matter being considered at a meeting is subject to statutory limitations or restrictions under code of

conduct and his right to participate and vote on the matter (guidelines are available at the meeting and all Councillors have received a copy prior to the meeting).

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

To be notified to The Town Clerk by 10.30am on Monday 26th November 2018.

7. MINUTES

To sign as a correct record the Minutes of the Personnel meeting held on the 16th April 2018 as set out on pages 296 to 298 of the Minute Book, copy previously circulated to members, copy attached to the minute book.

8. NEW APPOINTMENT – RESPONSIBLE FINANCE OFFICER

The Town Clerk to give an update

9. GENERAL STAFF UPDATE

The Town Clerk to give an overview.

10. BUDGETS FOR STAFF

Members to discuss a Christmas Bonus for staff.

11. JOB EVALUATIONS

The Town Clerk and Councillor Norton to report.

12. HEALTH AND SAFETY

The Town Clerk to give an update.

13. 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 26th November 2018. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT ACCESS IS PROVIDED.

