



Wallingford Town Council

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2019-09-09 Personnel Agenda

26th November 2019

To: All Members of the Personnel Committee – Councillors Dolton, Keats-Rohan, Kidley, McGregor, Rennie, 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 Tuesday 3rd December 2019** at 6:30pm 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.

2. ADMISSION OF THE PUBLIC

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

Agenda Item 7 – Staffing

Agenda Item 8 – Confidential minutes of 9th September 2019 pages 111 to 112

3. 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).

4. VARIANCE OF ORDER OF BUSINESS

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

To be notified to The Town Clerk by 10.30am on Friday 6th September 2019.

6. MINUTES

To sign as a correct record the Minutes of the Personnel meeting held on the 9th September 2019 as set out on pages 108 to 110 of the Minute Book, copy previously circulated to members, copy attached to the minute book. Confidential Minutes to be approved under confidential items.

7. STAFFING (Confidential)

The Town Clerk to give an update on staff.

8 TO APPROVE CONFIDENTIAL MINUTES (Confidential)

To sign as a correct record the Confidential Minutes of the Personnel meeting held on the 9th September 2019 as set out on pages 111 to 112

9. FUTURE AGENDA ITEMS

Health & Safety

Training

Watering of Hanging Baskets

Duties for Parks Person/Handyman

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 29th November 2019. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT ACCESS IS PROVIDED.