



Wallingford Town Council

9 St Martin's Street
Wallingford
Oxfordshire
OX10 0AL

Tel: 01491 835373
Email: seniorofficer@wallingfordtowncouncil.gov.uk
Web: www.wallingford.co.uk

2021-02-15 Personnel Agenda pl/ba

10th February 2021

To: All Members of the Personnel Committee – Councillors Beauchamp, Dolton, Keats-Rohan, Kidley, Lester and Whelan and Ex-Officio Chairman Councillor McGregor

Dear Councillor,

You are hereby summoned to attend a virtual TEAMS meeting of **Personnel on the Monday 15th February at 7p.m** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

A G E N D A

1. TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING

2. APOLOGIES

Apologies to be received.

3. ADMISSION OF THE PUBLIC

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

Agenda Item 12 – Confidential minutes of the Personnel meeting held on the 19th October 2020 as set out on pages 169 -170

Agenda item 13 – Staffing

4. 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).

5. VARIANCE OF ORDER OF BUSINESS

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

Members of the public who wish to speak at this meeting must email the Town Clerk
Email: townclerk@wallingfordtowncouncil.gov.uk a link will then be provided to the virtual meeting.

7. MINUTES

To sign as a correct record the Minutes of the Personnel meeting held on the 19th October 2020 pages 165 -168 of the Minute Book, copy previously circulated to members, copy attached to the minute book. Confidential Minutes to be approved under confidential items.

8. HEALTH & SAFETY

The Town Clerk to give an update, report sent out in advance of the meeting.

9. PERSONNEL COMMITTEE MEETING – CHANGE FROM COMMITTEE TO SUB-COMMITTEE

The Town Clerk to discuss this suggested change to Members.

RECOMMENDATION REQUIRED

10. JOB VACANCY

Members to discuss the options for replacing the Senior Officer/Mayor's Secretary.

RESOLUTION REQUIRED

11. PARKS SUMMER STAFF

The Town Clerk to ask Members to consider whether to recommend a budget allowance for parks summer staff.

12. TO APPROVE CONFIDENTIAL MINUTES (Confidential)

To sign as a correct record the Confidential Minutes of the Personnel meeting held on the 19th October 2020 as set out on pages 169 -170

13. STAFFING (Confidential)

i) The Town Clerk to give a general update on staff and to advise that any leave outstanding by staff will be carried over into 2021/2022.

ii) Change of hours for the mooring collector. Minutes 291(ii)/09/2020 and 360/10/2020 refers. The Town Clerk to provide an update, members to discuss any additional changes to the role.

iii) The Parks Foreman has put together a list of jobs which the parks staff carry out. Members to discuss this and any problem areas.

14. FUTURE AGENDA ITEMS

Training,
Water of Hanging Baskets (Review),
Duties for Parks Person/Handyman – on hold

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