



Wallingford Town Council

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2021-07-05 Personnel Agenda EP

30th June 2021

To all members of the Personnel Committee: Councillors Beauchamp, Keats-Rohan, Kidley, Lester, Whelan and Mayor Councillor Harris

Dear Councillor,

You are hereby summoned to attend a meeting of **Personnel Committee on 5th July 2021 at 7PM in the Town Hall** for the transaction of business as set out on the agenda below

Yours sincerely,

T. J. PREDETH, MPA

Locum 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. 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. MINUTES

To sign as a correct record the minutes of the Personnel meeting held on the 22nd June 2021

RESOLUTION REQUIRED

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

Members of the public who wish to speak at this meeting must email the Locum Town Clerk in advance of the meeting at townclerk2@wallingfordtowncouncil.gov.uk

6. EXCLUSION OF PRESS AND PUBLIC

To resolve that due to the confidentiality of the following item of business to be transacted that Members of the Public and Press are asked to leave the meeting

RESOLUTION REQUIRED

7. ACCOUNTS ASSISTANT AND ESTATES OFFICER-JOB DESCRIPTIONS

To run through job descriptions for the Estates Officer and the part-time Financial Administrator (Financial Administrator to be advertised immediately as resolved at Full Council on 28th June 2021)

RESOLUTION REQUIRED

8. FUTURE AGENDA ITEMS

Training

Water of Hanging Baskets (Review)

Duties for Parks Person/Handyman – on hold

Tourism role