



Wallingford Town Council

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2020-10-19 Personnel Agenda b

14th October 2020

To: All Members of the Personnel Committee – Councillors Beauchamp, Dolton, Keats-Rohan, Kidley, Lester and Whelan and The Mayor, Councillor Lee Upcraft

Dear Councillor,

You are hereby summoned to attend a virtual TEAMS meeting of **Personnel on the Monday 19th October 2020 at 7p.m** for the transaction of business as set out on the agenda below.

Yours sincerely,

PP 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 – Mooring Collector

Agenda Item 13 – Staffing

Agenda Item 14 – Confidential minutes

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 4th August 2020 as set out on pages 82 - 84 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.

9. COVID-19 RESPONSE

The Town Clerk to give a general update.

10. COMPLAINTS POLICY

Members to review the attached draft Complaints Policy and make suggested changes as necessary. (This is quite a simple policy but to the point, there are many policies available, a selection of points has been taken from some of them, some are more complicated than others).

Recommendation to Council to adopt if appropriate.

11. TOURISM, BUSINESS & COMMUNITY DEVELOPMENT MANAGER ROLE

- i) Members to note the job description which was sent out in advance of the meeting.
- ii) The Town Clerk to update members on where we are in the process.

12. MOORING COLLECTOR (Confidential)

Minute 291(ii)/09/2020 refers. Proposed change in Mooring Collector's personal contract.

13. STAFFING (Confidential)

The Town Clerk to give an update on staff.

14. TO APPROVE CONFIDENTIAL MINUTES (Confidential)

To sign as a correct record the Confidential Minutes of the Personnel meeting held on the 4th August 2020 as set out on pages 85 – 87.

15. FUTURE AGENDA ITEMS

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

Distribution: Notice Boards **NON CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.**