

**WALLINGFORD TOWN COUNCIL**

**MINUTES**

of the

Personnel Committee Meeting held at  
9, St Martin's Street, Wallingford on Monday 9<sup>th</sup> September 2019

---

**P R E S E N T**

The Mayor, Councillor Lee Upcraft

Councillors Dolton, Kidley, McGregor and Rennie

The Town Clerk, Mrs Paula Lopez

**256. ELECTION OF CHAIRMAN**

It was Proposed by Councillor McGregor, Seconded by Councillor Dolton and

**RESOLVED:**

**THAT Councillor Kidley is elected Chairman of the Personnel Committee for the 2019/2020 Municipal Year.**

**257. APOLOGIES**

Apologies were received from Councillor Whelan.

**258. TERMS OF REFERENCE**

Members reviewed the Terms of Reference, copy attached. Members just asked for a correction that Plans and General Purposes be replaced with Full Council as this had been left on in error following a restructure of the committees. It was Proposed by Councillor Dolton, Seconded by Councillor McGregor and

**RESOLVED:**

**THAT that the Terms of Reference for the Personnel Committee are accepted following the correction outlined above.**

**259. ADMISSION OF THE PUBLIC**

It was Proposed by The Mayor, Seconded by Councillor Dolton and

**RESOLVED:**

**THAT** in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items and that the papers relating to these items remain confidential on the grounds that publicity would be prejudicial to the public's interest by reason of the confidential nature of the business to be transacted:-

**Agenda Item 10 – Staffing**

**Agenda Item 11 – Confidential Minutes of 8<sup>th</sup> April 2019**

**260. 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).

None

**261. VARIANCE OF ORDER OF BUSINESS**

None

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

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

There were no members of the public present

**263. MINUTES**

*To sign as a correct record the Minutes of the Personnel meeting held on the 8<sup>th</sup> April 2019 as set out on pages 269 to 270 of the Minute Book, copy previously circulated to members, copy attached to the minute book. Confidential Minutes to be approved under confidential items.*

It was Proposed by Councillor McGregor, Seconded by Councillor Dolton and

**RESOLVED:**

THAT the Minutes of the 8<sup>th</sup> April 2019 as set out on pages 269 to 270 of the Minute Book, copy previously circulated to members, copy attached to the minute book. Confidential Minutes to be approved under confidential items.

#### **264. GENERAL PERSONNEL ITEMS UPDATE**

The Town Clerk reported on:

1. **Watering of Summer flower baskets}**
2. **Health and Safety Report** }

Mrs Saunders met with a contractor to obtain quotations to see if contracting out the summer hanging baskets was a viable possibility. This had arisen because of Health & Safety concerns due to the way that the Parks staff carry out the task of watering. Councillor Dolton spoke of his concerns and a discussion took place around this, including that no cones or warning signs are in place whilst the task is being carried out, the need for the staff to be more visible and the need to reduce staff working at height. It was agreed that as the hanging basket season was coming to an end that no decision should be made on contracting out and that the Parks staff be asked to review their practices with Mrs Saunders, developing a safe way of working. Councillor Dolton will make contact with the Parks Foreman to discuss this and to ascertain if the bowser that is being used is adequate and safe. Councillor Kidley will visit the yard and inspect the welds on the bowser after which a professional should be engaged to certify that the bowser is fit for purpose. Councillors Dolton and Kidley will then make a recommendation as to whether a new bowser should be purchased.

**Action:** To be reviewed again at the next Personnel meeting.

#### **3. Apprentice**

The Town Clerk advised members that she didn't think an apprentice was the correct way to go and that another full-time member of the parks staff would be better and consideration should be given to putting this in the budget for next year employing someone from April 2020. This would avoid the need for summer staff, some of whom will not be returning next year anyway. During the quieter months of the winter the new person could be used as a 'handy man' which would more than likely save money as at present most jobs are given to external tradesmen. Members discussed this and asked the Town Clerk to put together examples of what this person might do in his/her role taking this information back to Personnel at the next meeting.

**Action: Duties for Parks Person/Handyman**

#### **265. FUTURE AGENDA ITEMS**

**Job Evaluations**

**Water of Hanging Baskets**

**Duties for Parks Person/Handyman**

**CONFIDENTIAL MINUTES SEE PAGE 111**