

**WALLINGFORD TOWN COUNCIL**

**MINUTES**

of the

Personnel Committee Meeting held at  
9, St Martin's Street, Wallingford on Monday 2<sup>nd</sup> March 2020

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**P R E S E N T**

Councillors Dolton, Keats-Rohan, Kidley, Rennie and Whelan

The Mayor, Councillor Upcraft  
The Town Clerk, Mrs Paula Lopez

**616. APOLOGIES**

Councillor McGregor. Councillor Dolton was delayed and arrived at 6:46 pm.

**617. ADMISSION OF THE PUBLIC**

It was Proposed by Councillor Upcraft, Seconded by Councillor Whelan 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 8 – Staffing**

**Agenda Item 9 – Confidential Minutes of 15<sup>th</sup> January 2020 pages 211 to 212 of the minute book.**

**618. 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).

There were no declarations of interest.

**619. VARIANCE OF ORDER OF BUSINESS**

None

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

There were no members of the public present

**621. MINUTES**

*To sign as a correct record the Minutes of the Personnel meeting held on the 15th January 2020 as set out on pages 209 to 210 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 Whelan, Seconded by Councillor Keats-Rohan and

**RESOLVED:**

**THAT the Minutes of the Personnel meeting held on 15<sup>th</sup> January 2020 as set out on pages 209 to 210 of the Minute Book, copy previously circulated to members, copy attached to the minute book, be signed as a correct record.**

**622. HEALTH & SAFETY**

The Town Clerk reported that all Health & Safety was in place, the new member of staff would be working through this over the next couple of weeks to understand what is required in term of monthly checks and anything else outstanding. The next Health & Safety audit by Ellis Whittam has been moved from 17<sup>th</sup> February 2020 to 11<sup>th</sup> May 2020.

The issue of safety whilst the Parks staff are watering the summer baskets had been previously raised. Councillor Kidley reported that the welding had been fixed on the Bowser. The Parks Foreman has looked at practices over the winter period and has reported a number of changes as follows:

- Rear of bowser and the hitch point between the bowser and tractor have been painted in a bright visible yellow and the rear will have new signage alerting the public.
- We have lowered the height of the bowser standing gantry for the user.
- Added new more visible direction and hazard warning lights.

- We have lowered the height of the baskets on the bridge, so the waterer can now stand on the lower checker plate section of the bowser whilst still being in harness.  
This now means that the bowser does not need to be so close to the bridge wall, hence from this summer we can now successfully water the baskets whilst leaving a clear access for public with strollers/bicycles and invalidity scooters.
- We are also adding chains to the town baskets, where appropriate. By lowering the containers, it hopefully makes watering easier and quicker and safer for the waterer.
- All containers outside Waitrose and on the market have also been lowered. This hopefully should eliminate over-reaching.

Members asked that the Parks Foreman be thanked for his work on this but asked for the following to be put in place,

- Ensure that the Risk Assessment is updated accordingly.
- Where possible stop working when people walk past.
- Avoid working on the bridge when the children are walking to school.

### **623. FUTURE AGENDA ITEMS**

**Job Evaluations**

**Training**

**Water of Hanging Baskets (Review)**

**Duties for Parks Person/Handyman (Members asked that this be put on the next Parks, Gardens and Open Spaces Committee)**

**Health & Safety report**

**CONFIDENTIAL MINUTES SEE PAGE 257**