

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Personnel Sub-Committee Meeting held at
9, St Martin's Street, Wallingford on Wednesday 28th November 2018

P R E S E N T

The Mayor, Councillor Lee Upcraft

Councillors McGregor, Norton and Whelan

The Town Clerk, Mrs Paula Lopez

388. ELECTION OF CHAIRMAN

It was Proposed by Councillor McGregor, Seconded by the Mayor and

RESOLVED:

**THAT Councillor Norton is elected Chairman of the
Personnel Sub-Committee for the 2018/2019
Municipal Year.**

389. APOLOGIES

Apologies were received from Councillors Davidson, Dolton and Titchener.

390. TERMS OF REFERENCE

Councillors reviewed the Terms of Reference, copy attached. It was Proposed
by Councillor McGregor, Seconded by Councillor Whelan and

RESOLVED:

**THAT that the Terms of Reference for the
Personnel Committee are accepted with no
changes.**

391. ADMISSION OF THE PUBLIC

It was Proposed by Councillor The Mayor, 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 9 – General Staff Update
Agenda Item 10 – Budgets for Staff
Agenda Item 11 – Job Evaluations
Confidential minutes of 16th April 2018

392. DECLARATION OF INTERESTS

Information for each member was available at the meeting. There were no declarations of interests.

393. PUBLICATIONS PARTICIPATION

There were no members of the public present.

394. MINUTES

It was Proposed by Councillor Whelan, Seconded by Councillor Norton and

RESOLVED:

THAT the Minutes of the Personnel Committee Meeting held on the 16th April 2018 as set out on pages 296 to 298 of the Minute Book, copies circulated to Councillors, be signed as a correct record.

395. NEW APPOINTMENT – RESPONSIBLE FINANCE OFFICER

The Town Clerk advised that the Michelle Taylor was settling in well, had reorganized everything and would be attending the **Responsible Finance Officer Year** training course in February 2019.

396. HEALTH AND SAFETY

The Town Clerk presented a report from Ruth Saunders on how health and safety was progressing. The Town Clerk reported that Mrs Saunders was very pro-active and ticking off the outstanding issues, none of which were urgent, in readiness for the Ellis Whittam inspection in January 2019.

The Town Clerk further reported that the Parks Department were completing their tasks well and this was wholly down to the way in which Mrs Saunders had approached the issues with them.

397. FUTURE AGENDA ITEMS

Health and Safety

Training Requirements and training completed by staff

CONFIDENTIAL MINUTES SEE PAGE 170