



Wallingford Town Council

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2019-09-09 Personnel Agenda

22nd August 2019

To: All Members of the Personnel Sub-Committee – Councillors Dolton, Kidley, McGregor, Rennie, and Whelan and The Mayor, Councillor Lee Upcraft

Dear Councillor,

You are hereby summoned to attend a meeting of the Personnel Committee which is being held in the **Town Council Offices, 9 St Martin's Street on Monday 9th September 2019** at 7pm for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

A G E N D A

1. ELECTION OF CHAIRMAN

To elect a Chairman of the Personnel Committee for the current Municipal Year.

2. APOLOGIES

Apologies to be received.

3. TERMS OF REFERENCE

Councillors to review the Terms of Reference. Copy attached

4. ADMISSION OF THE PUBLIC

Members to consider and resolve those Agenda items for admission of the public.

Agenda Items 10 and 11.

5. 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).

6. VARIANCE OF ORDER OF BUSINESS

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

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

8. MINUTES

To sign as a correct record the Minutes of the Personnel meeting held on the 8th 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.

9. GENERAL PERSONNEL ITEMS UPDATE

The Town Clerk to report on:

1. Watering of Summer flower baskets
2. Health and Safety Report
3. Apprentice

10. STAFFING (Confidential)

The Town Clerk to give an update on:

1. Responsible Finance Officer
2. Staff - Parks Department
3. Business, Tourism and Economic Manager
4. General Staff Update

11. TO APPROVE CONFIDENTIAL MINUTES

12. FUTURE AGENDA ITEMS

Job Evaluations

Training

Distribution: Notice Boards

NON CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.

ANY MEMBER OF THE PUBLIC WISHING TO ATTEND THE ABOVE MEETING AND WHO HAVE MOBILITY DIFFICULTIES ARE REQUESTED TO CONTACT THE TOWN COUNCIL OFFICES ON 01491 835373 BY 10A.M. ON FRIDAY 6TH SEPTEMBER 2019. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT ACCESS IS PROVIDED.