



Wallingford Town Council

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2020-03-02 Personnel Agenda

25<sup>th</sup> February 2020

**To: All Members of the Personnel Committee – Councillors Dolton, Keats-Rohan, 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 2<sup>nd</sup> March 2020** at 6:30pm for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

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## A G E N D A

### **1. APOLOGIES**

Apologies to be received. Councillor McGregor

### **2. ADMISSION OF THE PUBLIC**

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

Agenda Item 8 – Staffing

Agenda Item 9 – Confidential minutes of 15<sup>th</sup> January 2020 pages 211 to 212

### **3. 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).

**4. VARIANCE OF ORDER OF BUSINESS**

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

**6. MINUTES**

To sign as a correct record the Minutes of the Personnel meeting held on the 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. Confidential Minutes to be approved under confidential items.

**7. HEALTH & SAFETY**

The Town Clerk to give an update.

**8. STAFFING (Confidential)**

The Town Clerk to give an update on staff.

**9. TO APPROVE CONFIDENTIAL MINUTES (Confidential)**

To sign as a correct record the Confidential Minutes of the Personnel meeting held on the 15<sup>th</sup> January 2020 as set out on pages 211 to 212

**10. FUTURE AGENDA ITEMS**

Training

Watering of Hanging Baskets

Duties for Parks Person/Handyman

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 28<sup>th</sup> February 2020. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT ACCESS IS PROVIDED.***