



Wallingford Town Council

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2020-08-04 Personnel Agenda

29th July 2020

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

Dear Councillor,

You are hereby summoned to attend a virtual TEAMS meeting of the Personnel Committee **on the Tuesday 4th August 2020 at 7p.m** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

A G E N D A

1. TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING

2. APOLOGIES

Apologies to be received. To note that Councillor McGregor has resigned from this committee.

3. ADMISSION OF THE PUBLIC

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

Agenda Item 10 – Staffing

Agenda Item 11 – Confidential minutes of 2nd March 2020

4. 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).

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

Members of the public who wish to speak at this meeting must email the Town Clerk by 10am on Monday 3rd August 2020.

Email: townclerk@wallingfordtowncouncil.gov.uk a link will then be provided to the virtual meeting.

6. VARIANCE OF ORDER OF BUSINESS

7. MINUTES

To sign as a correct record the Minutes of the Personnel meeting held on the 2nd March 2020 as set out on pages 254 to 256 of the Minute Book, copy previously circulated to members, copy attached to the minute book. Confidential Minutes to be approved under confidential items.

8. HEALTH & SAFETY

The Town Clerk to give an update.

9. COVID-19 RESPONSE

- i) General
- ii) Reopening of the Town Information Office
- iii) The Town Hall is now compliant for the first wedding on 8th August 2020.
- iv) Manning of the Town Council Offices

10. STAFFING (Confidential)

The Town Clerk to give an update on staff.

11. TO APPROVE CONFIDENTIAL MINUTES (Confidential)

To sign as a correct record the Confidential Minutes of the Personnel meeting held on the 2nd March 2020 as set out on pages 257 to 258 of the minute book.

12. FUTURE AGENDA ITEMS

Training
Increasing the parks staff
Complaints policy

Distribution: Notice Boards

NON-CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.

Any member of the public wishing to join the meeting should contact the Town Clerk by email: townclerk@wallingfordtowncouncil.gov.uk. A link will be provided to the virtual meeting.

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