

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Personnel Committee Meeting held remotely by TEAMS on Monday 15th February 2021

P R E S E N T

Councillors Beauchamp, Dolton, Keats-Rohan, Kidley, Lester and Whelan

The Chairman, Councillor McGregor
The Town Clerk, Mrs Paula Lopez

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

Members noted the protocol for the meeting.

606. APOLOGIES

There were no apologies for absence.

607. ADMISSION OF THE PUBLIC

It was Proposed by Councillor Dolton, Seconded by Councillor McGregor 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 10 – Job Vacancy

Agenda Item 12 – Confidential minutes of the Personnel meeting held on the
19th October 2020 as set out on pages 169 -170

Agenda item 13 – Staffing

608. 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.

609. VARIANCE OF ORDER OF BUSINESS

None

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

There were no members of the public present

611. MINUTES

To sign as a correct record the Minutes of the Personnel meeting held on the 19th October 2020 pages 165 -168 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 Keats-Rohan, Seconded by Councillor Lester and

RESOLVED:

THAT the Minutes of the Personnel meeting held on the 19th October 2020 pages 165 -168 of the Minute Book copy previously circulated to members, copy attached to the minute book, be signed as a correct record.

612. HEALTH & SAFETY

The Town Clerk reported the following:

Staff have been booked to complete Fire Warden Training via riskassessment.com company in February and March 2021.

Staff members have attended the Town and Parish Council Health and Safety Awareness training on Tuesday 9th February which replaced a year 1 PAV visit and year 2 annual visit which were overdue.

The general risk assessment by Ellis Whitten is to be scheduled to take place once covid-19 restrictions are lifted (March / April).

New risk assessment put in place for funerals (during Covid-19) at the Town Hall (21/01/2021)

Risk assessments updated in line with new government guidance for Parks Team Duties (21/01/2021), Playground and Play Areas (21/01/2021), Office (21/01/2021), Weddings (18/01/2021), Contractors and Visitors (21/01/2021).

January / February Inspections and Checks completed:

- Fire Extinguishers checked and tested by Island Fire Protection Ltd
- Wheelers PAT tested, annual and 5 yearly checks and did repairs on Town Council Offices and Town Hall.
- Gas engineer completed boiler / gas checks on properties
- TVWS completed water testing and are undertaking monthly checks.
- Pickering's Lift Inspection taking place on 18/2/21.

Staff were sent in November – Working from Home / DSE checklist as well as guidance.

Staff were sent in December – Stress Questionnaire including guidance.

Security Company attended Town Hall in October to service alarm and to show staff how to use the panic alarm.

613. PERSONNEL COMMITTEE MEETING – CHANGE FROM COMMITTEE TO SUB-COMMITTEE

The Town Clerk to discuss this suggested change to Members. Item deferred.

614. PARKS SUMMER STAFF

Members considered whether to recommend a budget allowance for parks summer staff.

It was Proposed by Councillor McGregor, Seconded by Councillor Dolton and

RECOMMENDED: THAT a budget is allowed for parks summer staff.

615. FUTURE AGENDA ITEMS

Training,
Water of Hanging Baskets (Review),
Duties for Parks Person/Handyman – on hold
Personnel Committee Meeting – Change from Committee to Sub-Committee

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