



Wallingford Town Council

**MINUTES**  
**of a meeting of the**  
**PERSONNEL COMMITTEE**  
**held on Monday 30<sup>th</sup> May 2022 at 7.00pm**  
**at Wallingford Town Council Office**

**Present**

**Members:**

Councillor Dan Beauchamp (Chairman)  
Councillor Marcus Harris (The Mayor)  
Councillor Sue Hendrie  
Councillor Katharine Keats-Rohan  
Councillor Mike Kidley  
Councillor Rosslyn Lester  
Councillor Deborah Whelan

**Officers:**

Michelle Taylor, Town Clerk/Responsible Finance Officer (RFO)

**Others:**

No members of the public were present.

**63/22**

**ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

It was proposed by Councillor Lester, and seconded by Councillor Kidley, and

**RESOLVED** that Councillor Beauchamp be elected as Chairman for the 2022-23 Municipal Year and that Councillor Keats-Rohan be elected Vice-Chairman for the same period.

**64/22**

**MEETING PROTOCOL**

The Chairman advised Members of the protocol for the meeting.

**65/22**

**APOLOGIES**

No apologies were received

**66/22**

**DECLARATION OF INTERESTS**

No interests were declared.

**67/22**

**MINUTES**

It was proposed by Councillor Lester, and seconded by Councillor Hendrie, and

**RESOLVED** that the minutes of the meeting of the Personnel Committee held on 21<sup>st</sup> February 2022 are a true and accurate record of that meeting, and that the Chairman is authorised to sign them.

**68/22**

**PUBLIC PARTICIPATION**

No members of the public were present.

**69/22**

**ACTIONS FROM PREVIOUS MEETING**

The Committee reviewed progress on the actions agreed at the last meeting. Most had been completed, but some remained ongoing.

**70/22**

**NEW APPOINTMENTS**

The Town Clerk reported on recent appointments to the roles of Meetings Officer, Acting Parks Foreman, Summer Parks & Maintenance Assistant (full-time) and Summer Parks Assistant (part-time). Members asked the Town Clerk to thank the Parks team for all their hard work that had been carried out growing the wonderful flowers displayed around the Town.

**71/22**

**TRAINING**

The Town Clerk updated the Committee on training for Council staff.

**72/22**

**CILCA**

The Town Clerk updated members on the progress to date with the Certificate in Local Council Administration (CILCA).

**73/22**

**FUTURE AGENDA ITEMS**

The Committee identified the following items for future meetings:

- Training (rolling)
- CILCA Update
- Staffing update (rolling)
- Staff appraisals
- Recruitment

**74/22**

**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Lester, and seconded by Councillor Harris, and

**RESOLVED** that due to the confidentiality of the items, transaction of the following business be held in private.

The meeting ended at 8.08 pm

Minutes of the  
Personnel Committee  
30<sup>th</sup> May 2022,  
signed as a correct record

Chairman