



Wallingford Town Council

MINUTES
of a meeting of the
PERSONNEL COMMITTEE
held on Monday 30th 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 Rosalyn 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 21st 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
30th May 2022,
signed as a correct record

Chairman