



Wallingford Town Council

**MINUTES
of a meeting of the
PERSONNEL COMMITTEE
held on Monday 10 October 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.

314/22 MEETING PROTOCOL

The Chairman advised Members of the protocol for the meeting.

315/22 APOLOGIES

No apologies were received

316/22 DECLARATION OF INTERESTS

No interests were declared.

317/22 MINUTES

It was proposed by Councillor Whelan, and seconded by Councillor Keats-Rohan, and

RESOLVED that the minutes of the meeting of the Personnel Committee held on 30 May 2022 are a correct record and the Chairman is authorised to sign them.

318/22 ACTIONS FROM PREVIOUS MEETING

The Committee reviewed progress on the actions agreed at the last meeting, and carried forward from previous meetings.

319/22 PUBLIC PARTICIPATION

No members of the public were present.

320/22 NEW APPOINTMENTS

The Town Clerk reported on recent appointments to the roles of Community, Business and Tourism Officer of whom commenced employment on the 8th August 2022, the temporary posts of Parks and Estates Wardens of which the permanent posts were currently being advertised and interviews were due to take place week commencing 17th October 2022, and the Assistant Finance Officer of whom commenced employment on the 7th October 2022.

321/22 TRAINING

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

322/22 FUTURE AGENDA ITEMS

The Committee identified the following items for future meetings:

- Training, including CILCA (rolling)
- Staffing update (rolling)
- Performance appraisals
- Job evaluations

323/22 EXCLUSION OF PRESS AND PUBLIC

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

RESOLVED that the press and public be excluded due to the confidential nature of the business to be transacted

324/22 RECRUITMENT UPDATE [confidential]

325/22 TEAM UPDATE [confidential]

326/22 PAY SCALE REVIEW FOR 2023/23 BUDGET [confidential]

The meeting ended at 8.05pm

Minutes of the
Personnel Committee
10 October 2022,
signed as a correct record

Chairman

2022-10-01 PER minutes APPROVED PUBLIC