



Wallingford Town Council

**MINUTES
of a meeting of the
PERSONNEL COMMITTEE
held on Monday 28 November 2022 at 7.00 pm
at Wallingford Town Council Office**

Present

Members: Councillor Dan Beauchamp (Chairman/The Deputy Mayor)
Councillor Marcus Harris (The Mayor)
Councillor Sue Hendrie
Councillor Katharine Keats-Rohan
Councillor Mike Kidley
Councillor Rosslyn Lester

Officers: Michelle Taylor, Town Clerk & Responsible Finance Officer (RFO)

Others: No members of the public were present.

425/22 MEETING PROTOCOL

The Chairman advised Members of the protocol for the meeting.

426/22 APOLOGIES

Apologies were received from Councillor Whelan

427/22 DECLARATION OF INTERESTS

No interests were declared.

428/22 MINUTES

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

RESOLVED that the minutes of the meeting of the Personnel Committee
held on 10 October 2022 are a correct record and the Chairman is
authorised to sign them.

429/22 ACTIONS FROM PREVIOUS MEETING

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

430/22 PUBLIC PARTICIPATION

No members of the public were present.

431/22 TERMS OF REFERENCE

The Committee reviewed their terms of reference, as requested by the Full Council.

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

RECOMMENDED that members of public be excluded from this Committee's meetings in future due to the confidential nature of the business that is transacted and that the quorate number be increased from 3 to 4

432/22 NEW APPOINTMENTS

The Town Clerk reported on appointments to the roles of Head of Parks & Estates, Parks & Estates Manager, Parks & Estates Wardens (2 roles) and Grants Support Officer.

433/22 TRAINING

The Town Clerk updated the Committee on staff training, including CILCA.

434/22 CHRISTMAS OPENING & CLOSING TIMES

The Committee considered opening and closing times for the Christmas period.

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

RESOLVED

- (a) that the Town Council Office and Parks Yard close at 1.00 pm on 23 December 2022 and re-open on 3 January 2023
- (b) that the Town Information Centre closes on 23 December 2022, opens between 28 and 30 December 2022, and then re-opens on 3 January 2023

435/22 FUTURE AGENDA ITEMS

The Committee identified the following items for future meetings:

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

436/22 EXCLUSION OF PRESS AND PUBLIC

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

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

437/22 TEAM UPDATE [confidential]

438/22 BUDGET FOR STAFF [confidential]

The meeting ended at 7.56 pm

Minutes of the
Personnel Committee
28 November 2022,
signed as a correct record

Chairman

2022-11-28 PER minutes CONFIDENTIAL