



Wallingford Town Council

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To the Members of the Personnel Committee

Councillor Ailsa Charter
Councillor Marcus Harris
Councillor Sue Hendrie
Councillor Jacki Hoskins
Councillor Katharine Keats-Rohan
Councillor Ros Lester

The Mayor, Councillor Dan Beauchamp (ex-officio)

5 July 2023

Dear Councillors

You are hereby summoned to attend a meeting of the **Personnel Committee** on **Monday, 10 July 2023** at **7.00 pm** in the **Wallingford Town Hall** for the transaction of business as set out on the attached agenda.

Apologies for the meeting should be sent to Luke Whitcomb, Meetings Officer,
meetings@wallingfordtowncouncil.gov.uk

Due to the confidential nature of the business, the Full Council has determined that this meeting is closed to the public and press (Minute 13/23).

Yours sincerely

Michelle Taylor
Town Clerk & Responsible Finance Officer

**MEETING OF THE PERSONNEL COMMITTEE
MONDAY, 10 JULY 2023, 7.00 PM
WALLINGFORD TOWN HALL**

AGENDA

Due to the confidential nature of the business to be transacted, the Full Council has determined that this meeting is closed to the public and press (Minute 13/23)

1 ELECTION OF CHAIRMAN

To elect a Chairman for the 2023-2024 Municipal Year

2 ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman for the 2023-2024 Municipal Year

3 MEETING PROTOCOL

The Chairman to advise those present of the protocol to be followed for this meeting

4 APOLOGIES

To receive apologies for absence

5 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.

6 MINUTES

To approve the minutes of the meeting of the Personnel Committee held on 3 April 2023 and authorise the Chairman to sign them

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

7 ACTIONS FROM PREVIOUS MEETINGS

To review the progress of actions agreed at previous meetings

- DOCUMENT ATTACHED

8 NEW APPOINTMENTS

To receive an update on new appointments

9 DEPARTURES

To review recent departures

10 HEAD OF PARKS AND ESTATES

To consider the future of this role

11 JOB DESCRIPTIONS

To review other job descriptions, including for the role of Events Manager which will become vacant at the end of the year

- DOCUMENTS TO FOLLOW

12 HR POLICIES

To consider existing HR policies, and determine what further policies may be necessary and how they can best be developed

- DOCUMENTS TO FOLLOW

13 FUTURE AGENDA ITEMS

To identify items for future meetings.

The quorum for this Committee is 4.

The next meeting of the Personnel Committee will be held on Monday, 30 October 2023.

Distribution: Town Council website and Town Hall noticeboard

Non-confidential supporting documents may be made available upon request.

We welcome members of the public at our meetings. Any member of the public wishing to speak at the meeting should contact the Meetings Officer in advance by emailing meetings@wallingfordtowncouncil.gov.uk