

## Didcot Town Council

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# Personnel and Administration Committee

Monday 3<sup>rd</sup> June 2024 at 7.30pm  
All Saints Room, Didcot Civic Hall



## Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this committee.

### Councillors

C Jennings (Acting Chair)  
J Loder (Acting Deputy Chair)  
D Macdonald  
H Macdonald  
M Khan (Sub for Cllr G Ryall)

### Officers:

Mrs J Wheeler (Town Clerk)

### 1. Nominations for the Chair of the Personnel & Administration Committee

Cllr J Loder nominated Cllr C Jennings as Chair of the Personnel & Administration Committee. This was seconded by Cllr H Macdonald. There being no further nominations, Cllr C Jennings was duly elected.

### 2. Nominations for the Deputy Chair of the Personnel & Administration Committee

Cllr C Jennings nominated Cllr J Loder for the position of Deputy Chair. This was seconded by Cllr H Macdonald. There being no further nominations, Cllr J Loder was duly elected.

### 3. Apologies

Apologies were received from Cllr G Ryall. Cllr M Khan was subbing for this meeting.

### 4. Declarations of interest

None declared.

### 5. To review the Terms of Reference for the Personnel & Administration Committee

The Terms of Reference were reviewed by the Committee and it was RESOLVED to accept the terms with no amendments. The vote was unanimous.

**6. To approve the minutes of the meeting held on 8<sup>th</sup> April 2024**

It was proposed by Cllr H Macdonald and seconded by Cllr D Macdonald and RESOLVED to approve the minutes as a true record. The vote was unanimous.

**7. Questions on the Minutes**

There was a query on project management training. The Town Clerk confirmed that it was delegated to officers to tailor this training to project management specific for Didcot. The trainer had a good reputation but the course would need to be worked in with current everyday workloads.

**8. To review the list of outside bodies and working groups – deferred from the Annual Meeting**

The Leader, Cllr Chris Jennings, requested that this list was deferred from the Annual Meeting. He spoke of the desire to establish working relationships with key stakeholders in the town. It was unclear which groups he wanted to build a relationship with. Cllr Jennings spoke of service level agreements with these groups. Cllr H Macdonald wanted to see a report or up-date on what each outside body is doing.

**9. To reconsider the long service recognition scheme**

The Town Clerk gave an up-date of the work completed on this item since it first came on the agenda around a year ago. After further debate it was RESOLVED to RECOMMEND the following:

1<sup>st</sup> five years of service – voucher for £50 and letter of thanks

1<sup>st</sup> ten years of service – voucher for £100 and letter of thanks

1<sup>st</sup> twenty years of service – voucher for £200 and letter of thanks

Twenty-five years of service – a bespoke medal in appreciation of long service. The cost of the medal would be in the region of £398.86 each plus a first time cost of £748.

We have on member of staff who has been working with us for 28 years. There was no decision on whether and how to recognise his thirty years when he achieves this.

Total value of the awards would be:

**2024 - £1050**

Nine staff at five years @ £50 = £450

Two staff at ten years @ £100 = £200

Two staff at twenty years @ £200 = £400

**2025 - £50** – for one member of staff at five years.

Two medals would be made for two staff at twenty five years at a cost of approx..  
**£1,545.72** – inc one off cost of **£748** to make the die.

**10. To review a draft policy on banning live pets as prizes on DTC land**

The draft Policy was discussed. It was RESOLVED to RECOMMEND this Policy for approval at full Council.

**11. To review amendments on the cemetery rules**

The Committee RESOLVED to amend points 3 and 20 of the Memorial Policy for Kynaston Road to the following:

Point 3 – *“All memorial work in the cemetery must be undertaken by a BRAMM or RQMF registered memorial mason on a date agreed with the Outdoor Services Manager.”*

Point 20 – *“All memorials must be fixed, or re-fixed in accordance with the National Association of Memorial Masons Recommended Code of Working Practice and all work must be undertaken by memorial masons who are registered on the British Register of Accredited Memorial Masons (BRAMM) or the Register of Qualified Memorial Fixers (RQMF)”.*

The vote was unanimous.

## **12. To review the Ladygrove Lakes Fishing Association renewal**

The previous agreement expired on 2<sup>nd</sup> June 2024. The Committee reviewed the new agreement and Officers' comments. It was minuted the hard work of Cllr Jim Broadbent to work with the Fishing Association and to help improve relations with DTC. The following was recommended:

- Agreement period - five years
- All hard landscaping must be carried out by DTC staff – however the members are welcome to work with the Council staff
- Any general maintenance work should in the first instance be carried out by DTC staff – however permission on a job-by-job basis may be given subject to risk assessments and competence of the fishing club member wishing to do the work. The reason is that the Ladygrove Lakes is a public facility.
- DTC is liable for all works carried out at the lakes and therefore must control what is done and when.
- The request for annual income to cover running costs is vague and a detailed costing of what the club needs the money for needs to be presented. The Club already receives the cost of the day tickets and entrance money for the fishing competitions held once a month.
- The Cefas Fish Health and Inspectorate registration must remain under DTC to ensure the fish stock in the first instance.
- In emergency situations, the Fishing Club should make the situation known to DTC officers and take action but not put themselves in danger by doing so.
- DTC will pay for the DBS checks for the water bailiffs. DBS checks to be renewed every three years.

It was RESOLVED to RECOMMEND the new agreement to full Council with the above clarified.

## **13. To approve a quote of £750 for Councillor training from OALC**

It was AGREED to confirm the training on an annual basis to help members to progress their skills whilst being a Town Councillor.

## **14. Progress report**

The Committee reviewed the progress report. The employee handbook was still with the HR consultant. Other items were ongoing and would be reported on once resolved.

**15. Exclusion of the press and public**

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**16. To receive a Staffing Report**

The Town Clerk presented the staff report. Cllr H Macdonald spoke to say that there would be some administrative work from the Neighbourhood Plan but he did not consider it to be excessive. There was a discussion on the additional workload of new working groups and also the opening of the splash park.

The Town Clerk proposed a potential new full time position of Environment and Estate Officer. The idea was to help the estate team to cover the new properties of the splash park and Northbrook when this opens next year. The position would also take on some of the Deputy Town Clerk's work on the Environment Committee to allow her time to take on more of the Town Clerk's work.

The Committee agreed in principle but wanted a re-work of the advert and job description with perhaps a different title. It was **AGREED** to refer this to the next meeting of the Finance & General Purposes Committee to review the staffing budget.

The rest of the staffing report was noted.

The meeting closed at 8.24pm.

Signed \_\_\_\_\_ Chair      Date \_\_\_\_\_