

## Didcot Town Council

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# Personnel and Administration Committee

Monday 5<sup>th</sup> February 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

J Loder (Deputy Chair)  
D Macdonald  
H Macdonald  
G Ryall

### Officers:

Mrs J Wheeler (Town Clerk)

### 51. Apologies

Apologies were received from Cllr C Jennings. The Deputy Chair took the meeting.

### 52. Declarations of interest

None declared.

### 53. To approve the minutes of the meeting held on 4<sup>th</sup> December 2023

It was proposed by Cllr G Ryall and seconded by Cllr D Macdonald and RESOLVED to approve the minutes as a true record. The vote was unanimous. There were no amendments.

### 54. Questions on the Minutes

There were no questions.

### 55. To consider the up-dated Didcot Volunteer Policy

The Committee reviewed this policy and made a small amendment on point 25 – the HR Committee should be changed to Personnel and Administration Committee. It was proposed by Cllr J Loder and seconded by Cllr H Macdonald and RESOLVED to RECOMMEND the adoption of this revised policy at the next full Council meeting.

### 56. To discuss the enforced change of website provider

The Town Clerk gave some background concerning the change of website provider. At the time there was pressure to sign a contract with Cuttlefish with no knowledge of how good the company will be. There was no time to look for another provider so a renewal was the only option to keep the website “live”. The Town Clerk was asked to clarify when our actual renewal was – as an invoice had been paid in October 2023. It was proposed by Cllr J Loder and seconded by Cllr D Macdonald and **RESOLVED** to renew the contract with Cuttlefish and review the progress over the next six months.

*NB: The renewal was the 22<sup>nd</sup> February 2024. The invoice paid in October 2023 was for the .gov domain name.*

**57. To review the draft new website for the Civic Hall**

The Committee members reviewed the new website created by staff in-house and were happy with the progress.

**58. To approve the membership of SLCC for the Town Clerk and Deputy Town Clerk**

It was proposed by Cllr J Loder and seconded by Cllr G Ryall that the Town Clerk and Deputy Town Clerk should continue the membership of the Society of Local Council Clerks (SLCC) for the duration of this Council term. The vote was unanimous.

**59. Progress report**

The Committee reviewed the progress report. All staff were signed up to the GDPR training. Quotes for the long service awards had been received that day and members asked for some alternative quotes. There was some discussion on whether to award for ten years and twenty years. Members felt that this award should only be for the occasions where thirty years of service has been achieved. The employee handbook was currently with the HR consultant for a full revision. Other items were deferred due to the Town Clerk’s workload on other strategic projects such as the Ladygrove East development site – which was taking up a lot of time.

**60. 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.

**61. To receive a verbal Staffing Report**

The Town Clerk spoke of the new staff who had started in the new year – one in the office and two full time groundsmen. All had made a good start. The Horticultural Apprentice was due to start his formal qualification to complement the practical work already completed for DTC. Some members of the outdoor team have done a welding course to allow them to carry out minor repairs which may need some welding. The aim is to make DTC self-sufficient on small jobs.

The meeting closed at approximately 8.50pm.

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