

WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury,
Buckinghamshire HP22 6DU

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Clerk to the Council:
Fiona Lippmann

STAFFING COMMITTEE

To: Cllrs. Mrs Toft-Hunt, Mrs Saunders, Worth, Myers

You are summoned to attend a meeting of the above Committee to be held on:

	DATE	3 December, 2008
VENUE	The Clock Tower	
TIME:	4 pm	

*Members are reminded of their duty to consider all items on the agenda with respect to
The Crime and Disorder Act 1998, Human Rights and Race Relations (Amendment) Act 2000.*

Fiona Lippmann
Clerk to the Council

24 November 2008

A G E N D A

- 1. APOLOGIES FOR ABSENCE**
To receive and accept any apologies for absence
- 2. MINUTES OF THE MEETING**
To agree the minutes of the meeting held on 10 November, 2008 as a true record

Due to the confidential nature of the business to be transacted, the press and public will be excluded from the meeting for this item, under the Public Bodies (Admission to Meeting Act 1960.
- 3. APPRAISALS**
To receive feedback on appraisal process
- 4. JOB DESCRIPTIONS**
To discuss and agree new job description for current Clerk's Assistant.
- 5. REMUNERATION**
To discuss and agree remuneration for staff members for 09/10, to include level of bonus payments where necessary.
- 6. PRECEPT**
To agree and finalise precept requirement
- 7. MATTERS OF REPORT**
For information purposes only
- 8. CLOSURE OF MEETING**

Fiona Lippmann
Clerk to the Council

24 November, 2008