

# Wendover Parish Council

## Minutes of the Staffing Committee

Held on 14 January 2009

In The Clock Tower at 4:00 p.m.

**Present:-** Cllrs Saunders, Toft-Hunt, Myers and Worth  
No members of the public

Cllr Saunders was elected to the Chair

**08/58 APOLOGIES FOR ABSENCE**

Cllr Myers apology due to illness was accepted  
Clerk was also ill and unable to attend

**08/ 59 DECLARATIONS OF INTEREST**

Cllr Myers declared that Mrs Dowell was a personal friend.

**08/60 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of 3 December 2009 were agreed as a true record. It was **agreed** that the minutes be signed.

**08/61 CLOSURE OF THE MEETING**

Due to the confidential nature of the business to be transacted the meeting was closed to press and public. It was resolved to close the meeting under section 1(2) of the public bodies (Admission to Meetings) Act 1960 to discuss personnel and remuneration issues

**08/62 NEW POST**

The Job Description for the Assistant Clerk was agreed.  
It was resolved that the Clerk will use the updated Job Description and discuss this with the current assistant. The Clerk was delegated the authority to offer and agree hiring within the Job Description and salary framework as agreed at the previous meeting.

**08/63 REMUNERATION**

Following the Clerk's attainment of CiLCA, in line with her contract, it was **agreed** that the Clerk's salary scale would be increased by one point.

**08/64 CHRISTMAS**

A date was **agreed** for the councillors to entertain the staff to a dinner.

**08/65 MATTERS OF REPORT for information only**

There were no matters to report.

**08/66 CLOSURE OF MEETING**

There being no further business, the Chairman closed the meeting at 5:45 pm.

Signed \_\_\_\_\_

Chairman

Date: \_\_\_\_\_