



# WENDOVER PARISH COUNCIL

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## STAFFING COMMITTEE MINUTES

**12<sup>th</sup> September 2018**

**Clock Tower 10:00am**

**Present:** - Cllrs Ballantine (JB), Clayton (MC), Gregory (NG), and Myers (AM).

**Chairman:** Alan Myers

**Clerk:** Amanda Massingham (Deputy Clerk)

**Members of the Public:** None

|     |   |
|-----|---|
| 1   | <b>APOLOGIES FOR ABSENCE</b><br><b>S18/053</b> Apologies were made by Cllr Haywood and Cllr Walsh and they were ACCEPTED.   |
| 2   | <b>DECLARATIONS OF INTEREST</b><br><b>S18/054</b> None.   |
| 3   | <b>MINUTES</b><br><b>S18/055</b> The minutes of 23rd July 2018 were discussed and <b>RESOLVED</b> as a true record and signed by the Chairman.  |
| 4   | <b>PUBLIC PARTICIPATION</b><br><b>S18/056</b> None.   |
| 5   | <b>CLERK'S REPORT</b><br><b>S18/057</b> The Clerk had no outstanding actions and nothing urgent to report.  |
| 6   | <b>OTHER MATTERS</b>  |
| a)  | <b>Clerk Vacancy</b>  |
| i   | <b>To receive an update following the interviews that took place on 6<sup>th</sup> September.</b><br><b>S18/058</b> Cllr Myers gave thanks to Cllr Gregory and Cllr Duggan for being on the interview panel. Cllr Myers also thanked Deputy Clerk Amanda Massingham for assistance with the interview process and arrangements. Cllr Myers reported that although three candidates were invited to interview only two candidates attended interview. Cllr Myers continued and gave an overview of both candidates in terms of strength and weaknesses, Cllr Gregory also reported on her judgement. Cllr Myers confirmed the preferred candidate. No challenges were put forward by the other members of the Staffing Committee.  |
| ii  | <b>To ratify the decision of the interview panel to appoint and terms of the appointment.</b><br><b>S18/059</b> The Committee <b>RESOLVED</b> to ratify the decision of the interview panel and agreed on a salary point and probation period for the new Clerk/RFO based on qualifications and experience. A confidential record of the details would be signed at the next meeting for holding on file as evidence of the decision.   |
| iii | <b>To consider any relevant actions along with the appropriate delegation.</b><br><b>S18/060</b> It was <b>RESOLVED</b> for Cllr Myers to make a conditional offer by phone subject to satisfactory references. It was <b>RESOLVED</b> that the Deputy Clerk would request the references as per the detail on the application form. The Deputy Clerk produced a draft conditional offer template letter and a draft contract. The draft documents were reviewed by the Committee. Subject to a slight amendment in terms of notice period during the probation period, it was <b>RESOLVED</b> to use both draft documents. It was <b>RESOLVED</b> for the Deputy Clerk to prepare the documents which would then be signed by the Chairman before issue. It was <b>AGREED</b> that the references would be circulated to the Staffing Committee by e-mail once received. |
| 8   | <b>ITEMS FOR NEXT AGENDA</b><br><b>S18/061</b> It was <b>RESOLVED</b> for items to be agreed with the Clerk as necessary.   |
| 9   | <b>DATE OF NEXT MEETING</b><br><b>S18/062</b> It was <b>AGREED</b> that the date would be confirmed when required.  |
| 10  | <b>CLOSURE OF MEETING</b><br><b>S18/063</b> As all business was transacted the meeting was closed at 10:30am.   |

Signed: Alan Meyer

Date: //2018