



WENDOVER PARISH COUNCIL

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STAFFING COMMITTEE MINUTES

23rd July 2018

Clock Tower 10:00am

Present: - Cllrs Ballantine (JB), Clayton (MC), Gregory (NG), Haywood (DH), Myers (AM) and Walsh (TW)

Chairman: Alan Myers

Clerk: Ella Jones

Members of the Public: None

1	APOLOGIES FOR ABSENCE S18/044 None.
2	DECLARATIONS OF INTEREST S18/045 None.
3	MINUTES S18/046 The minutes and the confidential record of 6 th July 2018 were discussed and RESOLVED as a true record and signed by the Chairman.
4	PUBLIC PARTICIPATION S18/047 None.
5	CLERK'S REPORT S18/048 The Clerk had no outstanding actions and nothing urgent to report.
6	OTHER MATTERS
a	Clerk Vacancy To consider actions to be taken following the resignation of the Clerk. S18/049 The Committee thanked the Clerk for her efforts in the role and expressed its regret that she would be leaving the Council. The option of splitting the Clerk and RFO roles was discussed but it was concluded that the role was best continued with one employee acting in both roles. Wording and a timeline for an advertisement was agreed and it was RESOLVED to advertise with the Society of Local Council Clerks, Bucks Association of Local Councils and on Parish noticeboards. The application pack was considered thoroughly, and some edits were made to the introduction, job description and person specification from a previous advertisement. It was agreed to send the pack to Ellis Whittam for review before it was publicised. Cllrs Clayton, Walsh and Myers were appointed to the interview panel with Cllrs Duggan, Gregory and Haywood as reserve and the intention to interview in early September.
7	CONFIDENTIAL ITEMS
8	ITEMS FOR NEXT AGENDA S18/050 It was RESOLVED for items to be agreed with the Clerk as necessary.
9	DATE OF NEXT MEETING S18/051 It was AGREED that the date would be confirmed when required.
10	CLOSURE OF MEETING S18/052 As all business was transacted the meeting was closed at 11:15am.

Signed: Alan Myers

Date: 12/09/2018