



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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STAFFING COMMITTEE MEETING AGENDA

Tuesday 4th November 2025 – 7:10pm

Meeting held at Wendover Community Library, High Street, Wendover HP22 6DU

Committee Membership: Councillors Ballantine, Gallagher, O'Donnell, Thornton (Chair), Tipper, Washington

To all Committee Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

AGENDA

1. CONFIDENTIAL MEETING

The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest. This staffing meeting deals with sensitive personal information and confidential staffing matters as a part of the discussion on the agenda items.

To consider moving the meeting into confidential session.

2. DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.

3. MINUTES

Consideration of approval of minutes of the Extraordinary meeting on Tuesday 28th April 2025.

4. CHAIR'S ANNOUNCEMENTS

5. CLERKS REPORT & CORRESPONDENCE

6. HR REPORT

a) HR report from last 12 months

7. OTHER ITEMS

a) Staffing updates

To note current staffing updates and review future staffing arrangements

b) Office opening hours and accessibility

To consider making the current arrangement for admin support a permanent role

c) Changes to staff appraisal paperwork

To consider changes to the appraisal process and supporting paperwork so that there is more focus on staff development.

d) Christmas bonus

To consider the award of a staff Christmas bonus

e) Budget request for 2025/26

To consider a budget request to be submitted to Finance Committee

8. NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council Staffing meeting 7.00pm on Tuesday 3rd March 2026

9. CLOSURE OF MEETING

Signed by *Andy Smith*



WENDOVER PARISH COUNCIL

EXTRA ORDINARY STAFFING COMMITTEE MEETING MINUTES

Tuesday 28th April 2025 – 5:10pm

Meeting held at The Clock Tower, High Street, Wendover HP22 6DU

Present: Councillors Ballantine, Gallagher, Thornton (Chair), Washington

Clerk: Andy Smith

Members of Public: 0

1. CONFIDENTIAL MEETING

S24/083 It was **RESOLVED** to move to confidential session

2. APOLOGIES FOR ABSENCE

S24/084 Apologies were received from Cllr O'Donnell

3. DECLARATIONS OF INTEREST

S24/085 None

4. MINUTES

S24/086 The minutes of the Staffing Committee 4th March 2025 were **RESOLVED** as a true record to be signed by the Chair.

5. CHAIRS ANNOUNCEMENTS

S24/087 None

6. CLERKS REPORT

S24/088 None

7. OTHER ITEMS

a) Paternity Leave Policy

S24/089 It was NOTED that there were some legal changes that needed to be incorporated into the policy and that the new policy followed best practice of other local Town and Parish Councils. It was **RESOLVED** to adopt the new Paternity Leave Policy which forms part of the Parental Leave Policy.

b) Staff Progression

S24/090 It was NOTED that the role being considered had been recently benchmarked and take home pay calculations in the original proposal were not in line with actual calculations.



S24/091 The proposal was amended to include an annual review of salary (including benchmarking), irrespective of pay scale, to be conducted for all staff when considering pay progression. The amendment was accepted.

S24/092 The proposal as amended was **RESOLVED**

8. NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

S24/093 To note the next Staffing meeting Thu 20th November 2025. Agenda items must be with the Clerk strictly by 9am Wed 12th Nov.

9. CLOSURE OF MEETING

S24/094 As all business was transacted the meeting was closed at: 7:25pm

Signed by
Chair to the Staffing Committee

Date: