



**WENDOVER PARISH COUNCIL**

Address: The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire HP22 6DU  
Telephone: 01296 623056 Fax: 0871 236 1550  
Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

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**STAFFING AGENDA**

**1<sup>st</sup> February 2022 at 7.00pm**

**St Anne's Hall Aylesbury Road Wendover HP22 6JG**

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**Membership:** Cllr Durden-Moore (Chair), Ballantine, Bulpett (ex-officio), Standen, Washington, Williams and Worth  
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.

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.**

**All Councillors and members of the public are asked to take a lateral flow test before attending Parish Council Meetings, do not attend if you test positive or feel at all unwell.  
Thank you for your co-operation on this matter.**

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**AGENDA**

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**1. APOLOGIES FOR ABSENCE**

To consider any apologies for absence received.

**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 will declare their interest in relation to this meeting. Councillors will also be asked to complete a Declaration of Interests Form for their term of office.

**3. MINUTES**

Consideration of approval of minutes of the meeting of 16<sup>th</sup> November 2021

**4. PUBLIC PARTICIPATION**

*A maximum of 3 minutes per speaker will be allowed.*

**5. CHAIRS ANNOUNCEMENTS**

To receive updates from the Chair

**6. CLERKS REPORT**

To receive an update report from the Clerk

**7. OTHER MATTERS**

**a) TOIL and Leave**

To receive an update on the TOIL and Leave balances.

**b) Training**

To receive an update on training available and completed for both Staff and Councillors.

**c) Pensions**

To receive an update on current and future contributions.

**d) Health & Safety**

To receive results and updates from the recent H&S Audit.

**e) Assistant Clerk**

To consider proposal from the Clerk regarding the current vacancy.

**8. ITEMS FOR NEXT AGENDA**

**9. DATES OF FUTURE MEETINGS**

**10. CONFIDENTIAL ITEMS**

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.

**Staff Appraisals**

To approve staff gradings based on performance and annual appraisals

**11. CLOSURE OF THE MEETING**

Signed by *Louise Hayday*  
Clerk to the Council

Date: 27<sup>th</sup> January 2022