



**WENDOVER PARISH COUNCIL**

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

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**EXTRAORDINARY STAFFING COMMITTEE MEETING AGENDA**

**Thursday 29<sup>th</sup> August 2024 - 7:00pm**

**The Clock Tower, High Street, Wendover HP22 6PF**

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**Committee Membership:** Councillors Ballantine, Gallagher, O'Donnell, Thornton (Chair), Wales, Washington, Williams

**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.

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**AGENDA**

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**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 meeting on 18<sup>th</sup> June 2024.

**4. CHAIR'S ANNOUNCEMENTS**

**5. OTHER ITEMS**

**a) Lone working policy**

To review and update the Lone Working risk assessment and policy

**b) Weekend Working Policy**

To consider the outcome of the consultation with the Estates and Grounds Team and agree next steps

**c) Staff appraisals review and update**

To note the current outcomes from the mid-year appraisal meetings and consider follow up actions required.

**6. NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS**

The next Parish Council Staffing meeting 7.00pm on Tuesday 5<sup>th</sup> November 2024

**7. CLOSURE OF MEETING**

Signed by *Andy Smith*