



WENDOVER PARISH COUNCIL

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

STAFFING COMMITTEE MEETING AGENDA

Tuesday 4th March 2025 – 7:00pm

Meeting held at St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Committee Membership: Councillors Ballantine, Gallagher, O'Donnell, Thornton (Chair), Wales, 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 meeting on 5th November 2024.

4) CHAIR'S ANNOUNCEMENTS

5) CLERKS REPORT & CORRESPONDENCE

6) HR REPORT

a) HR report from last 12 months

7) OTHER ITEMS

a) **Office Staffing**

To consider adding a part time member of the office staff team

b) **Staff Appraisals**

To note the annual staff appraisals and any actions resulting from them

c) **Staffing meetings**

To consider changes to the meeting cycle to allow more time for the meetings

8) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council Staffing meeting 7.00pm on Tuesday 4th November 2025 tbc

9) CLOSURE OF MEETING

Signed by *Andy Smith.*