



**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)

---

**EXTRA ORDINARY STAFFING COMMITTEE MEETING AGENDA**  
**Tuesday 28<sup>th</sup> April 2025 – 5:10pm**  
**Meeting held at The Clock Tower, High Street, Wendover HP22 6DU**

---

**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.

**MINUTES**

Consideration of approval of minutes of the meeting on 4<sup>th</sup> March 2025.

**4. CHAIR'S ANNOUNCEMENTS**

**5. CLERKS REPORT & CORRESPONDENCE**

**6. OTHER ITEMS**

**Paternity Leave Policy**

To consider reviewing the paternity leave policy

**Staff progression**

To review the recent changes to staff pay and impacts.

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

The next Parish Council Staffing meeting 7.00pm on Tuesday 4<sup>th</sup> November 2025 tbc

**8. CLOSURE OF MEETING**

Signed by *Andy Smith*

# WENDOVER PARISH COUNCIL

## Minutes of the Staffing Committee Meeting

Tuesday 4<sup>th</sup> March 2025 7:00pm

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

**Present:** Councillors Ballantine, Gallagher, O'Donnell, Thornton (Chair), Wales, Washington

**Clerk:** Andy Smith

**Members of Public:**

### 1. APOLOGIES FOR ABSENCE

**S24/069** Apologies were received from Cllr Washington

—

### 2. CONFIDENTIAL MEETING

**S24/070** It was **RESOLVED** to move to confidential session

### 3. DECLARATIONS OF INTEREST

**S24/071** None

### 4. MINUTES

**S24/072** The minutes of the Extraordinary Staffing Committee 30th January 2025 were **RESOLVED** as a true record to be signed by the Chair.

### 5. CHAIRS ANNOUNCEMENTS

**S24/073** It was noted that we had well over 100 applicants for the role of Estates and Groundsperson and the interview process was practical and involved all staff and an external advisor from Amersham Town Council.

### 6. CLERKS REPORT

**S24/074** It was noted that the office had had a review of the Display Screen Equipment and this has resulted in buying some new monitor stands and setting up the desks better.

### 7. HR REPORT

**S24/075** The report was noted.

### 8. OTHER ITEMS

#### a) Office Staffing

**S24/076** The committee noted some of the tasks that this role will be undertaking and that this would be taking on some of the standard administration to free up more strategic time for the clerk. It was **RESOLVED** to recommend this paper to full council to approve.

**b) Buckinghamshire College work experience**

**S24/077** The risks were discussed and it was **RESOLVED** to undertake a pilot work experience session at the start of June 2025 then assess after that event if further sessions could be held.

**c) Staff Appraisals**

**S24/078** The committee noted that all staff had undergone their annual appraisal and that further work on setting deadlines for the objectives will be undertaken at 1-2-1 meetings

**d) Staff Meetings**

**S24/079** The committee **RESOLVED** to change the schedule so that staffing will have two ordinary meetings a year in March and November and these will be held in the Clock Tower on a Thursday at 17:20. It was further **RESOLVED** that the meetings should remain confidential because of the sensitive and personal nature of the topics under discussion.

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

**S24/080** To note the next Staffing meeting Thu 20<sup>th</sup> November 2025. Agenda items must be with the Clerk strictly by 9am Wed 12<sup>th</sup> Nov.

**10. CLOSURE OF MEETING**

**S24/081** As all business was transacted the meeting was closed at: 7:16pm

Signed by  
Chair to the Staffing Committee

Date: