



**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**

**17<sup>th</sup> August 2021 at 7.00pm**

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

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

**To all 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.

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND. MEMBERS WISHING TO ATTEND MUST CONTACT THE CLERK FOR THE MEETING LOG ON DETAILS.**

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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**

To confirm the minutes of the meeting of 1<sup>st</sup> June 2021 as a true record.

**4. PUBLIC PARTICIPATION**

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

**5. CLERKS REPORT**

To receive an update report from the Clerk

**6. 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) Policies**

To note all HR policies are currently with Ellis Whittam for legal updates.

**e) Clerk probation**

To confirm status of 3 month appraisal

**f) Terms of Reference**

To review and approve terms of reference, to include Clerk line management

**7. ITEMS FOR NEXT AGENDA**

**8. DATES OF FUTURE MEETINGS**

**9. 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.*

**TO RECEIVE AN UPDATE ON A CONFIDENTIAL STAFFING MATTER**

**10. CLOSURE OF THE MEETING**

Signed by *Louise Hayday*

Clerk to the Council

Date: 12<sup>th</sup> August 2021