

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting 22nd February 2022 at 6.15pm

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

Present: Councillors Bulpett, Durden-Moore and Worth

Clerk: Louise Hayday

Members of Public: None

1. APOLOGIES FOR ABSENCE

S21/061 Apologies were received and accepted from Councillors Ballantine, Washington & Williams, Cllr Standen was considered absent

2. DECLARATIONS OF INTEREST

S21/062 None

3. MINUTES

S21/063 The minutes of the meeting 1st February were **RESOLVED** as a true record and signed by the Chair

4. PUBLIC PARTICIPATION

S21/064 None.

5. CLERK VACANCY

a) Job Description and remuneration

To agree the Clerk Job Description, criteria & remuneration range

S21/065 It was **RESOLVED** to accept the Clerk job description, criteria and remuneration range. Concerns were raised regarding the workload of the Deputy Clerk and it was **RESOVLED** to recommend to Council that admin help would be sought if required.

b) Advertisement

To agree the advertisement and timescales

S21/066 It was **RESOLVED** to agree the advert and timescales.

c) Interview Panel

To agree the interview panel

S21/067 It was **RESOVLED** that the interview panel should consist of Cllrs Durden-Moore, Bulpett and Worth.

6. ITEMS FOR NEXT AGENDA

S21/068 The current Clerk exit interview to be included on the next agenda

7. DATES FOR FUTURE MEETINGS

S21/069 The next scheduled meeting of the Staffing Committee is 3rd May 2022.

8. CONFIDENTIAL ITEM

S21/070 It was **RESOVLED** to compensate the Deputy Clerk for taking on two roles while a new Clerk was being sought. It was **RESOVLED** to pay a one off bonus in lieu of a band increase to another member of staff.

S21/071 It was **RESOLVED** to follow the BMKLAC advice on the 2020/2021 pay award

9. CLOSURE OF MEETING

S21/060 As all business was transacted the meeting was closed at 7.05pm

Signed by:

Chair to the Staffing Committee

Date: 3rd May 2022

Draft