



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

EXTRAORDINARY STAFFING COMMITTEE AGENDA

19th July 2022 at 7:00pm

St Anne's Hall, Aylesbury Road, Wendover

Membership: Cllr Ballantine, Williams, Worth, Washington, 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.

AGENDA

1. ELECTION OF CHAIR

To elect a chair for the municipal year

2. APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

3. 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.

4. MINUTES

To confirm the minutes of the meeting of 23rd March 2022 as a true record.

5. PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

6. CLERKS REPORT

To receive an update report from the Clerk.

7. ADMIN/ASSISTANT CLERK VACANCY

To consider actions to be taken following the resignation of the Admin/Assistant Clerk.

- a) To agree the Job Description, criteria & remuneration range.
- b) To agree the advertisement and timescales.
- c) To agree the interview panel.

8. OTHER MATTERS

a) HMRC EMPLOYER RECORDS COMPLIANCE

To receive an update on a recent HMRC compliance check and note closure letter.

9. DATES OF FUTURE MEETINGS

10. 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.

- a) To receive an update on a confidential staffing matter.
- b) To review current staffing levels and consider short/long term proposals.
- c) To discuss and agree staff remuneration.

11. ITEMS FOR NEXT AGENDA

12. CLOSURE OF THE MEETING

Signed by *Amanda Massingham*
Deputy Clerk to the Council

Date: 14th July 2022