

# WENDOVER PARISH COUNCIL

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## Minutes of the Staffing Committee Meeting 17<sup>th</sup> August 2021 at 7.00pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

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**Present:** Councillors Durden-Moore (Chair), Ballantine, Worth, Standen, Bulpett and Washington

**Clerk:** Louise Hayday

**Members of Public:** None

**1. APOLOGIES FOR ABSENCE**

**S21/016** Apologies were received and accepted from Councillor Williams.

**2. DECLARATIONS OF INTEREST**

**S21/017** None

**3. MINUTES**

**S21/018** The minutes of the meeting 1<sup>st</sup> June 2021 were RESOLVED as a true record and signed by the Chairman

**4. PUBLIC PARTICIPATION**

**S21/019** None.

**5. CLERKS REPORT**

**S21/020** Nothing to report

**6. OTHER MATTERS**

**a) TOIL and Leave**

**To receive an update on the TOIL and Leave balances.**

**S21/021** The holiday and TOIL balances for the year were NOTED.

**b) Training**

**To receive an update on training available and completed for both Staff and Councillors.**

**S21/022** The Staff and Councillor training records were NOTED. It was requested to add a column to the spreadsheet showing when training should be renewed/refreshed.

The Clerk shared the Cilca qualification that the Deputy Clerk has now completed.

**c) Pensions**

**To receive an update on current and future contributions.**

**S21/023** The pensions contribution figures were NOTED.

**d) Policies**

**S21/024** It was NOTED that all HR Policies were with Ellis Whittam for review.

**e) Clerk Review**

**S21/025** It was NOTED that a three month informal review had been conducted with the Clerk by Cllr Durden-Moore and Cllr Bulpett and all was well.

**f) Terms of Reference**

**S21/026** It was RESOLVED to accept the addition of the Clerk appraisal section within the Staffing Committee Terms of Reference.

**7. ITEMS FOR NEXT AGENDA**

**S21/027** Items should be forwarded to the Clerk.

**8. DATES FOR FUTURE MEETINGS**

**S21/028** The next Staffing Meeting would be arranged as needed.

**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.**

**S21/029** The Chair gave a brief update on a confidential item and the committee RESOLVED to accept the recommendations.

**10. CLOSURE OF MEETING**

**S21/030** As all business was transacted the meeting was closed at 7.32pm.

Signed by: *S. Bulpett*

Chairman to the Staffing Committee

Date: 16/11/2021

(Signed in absence of Cllr Durden-Moore)