



## 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)

---

# Management Protocol – Clock Tower

## Objectives

The objective of this document is to define the best practice, guidelines, and targets for the management of the Clock Tower.

The protocol is managed by the Clerk and agreed by the Amenities Committee.

## Maintenance

- Authorisation for repairs, or other such urgent works, will be undertaken by the Clerk and reported to the Amenities Committee within the financial regulations.
- All remedial works must comply with current legislation for a Grade II listed building.
- Annual testing and maintenance (e.g., IT, clock, PAT testing, fire extinguishers etc), will be ordered by the Clerk and reported to the Amenities Committee.
- Health and Safety of the Office Staff and visitors will be monitored and altered as urgent by the Clerk.

## Communications

The Clerk will advise the committee of work that has been carried out, during the Amenities Committee Meetings.

---

## Document History

Drafted by Parish Clerk	03/11/2016	(version 1)
Approved Amenities Committee	22/11/2016	(version 1)
Reviewed Amenities Committee	17/07/2018	(version 1)
Reviewed by Full Council	07/07/2020	(version 2)
New Review Due	07/07/2022	