

# WENDOVER PARISH COUNCIL

## Minutes of the Extra Ordinary Staffing Committee Meeting

Thursday 30<sup>th</sup> Jan 2025 5:20pm

Meeting held at the Clock Tower, High Street, Wendover HP22 6DU

**Present:** Councillors Ballantine, Gallagher, Thornton (Chair), Washington

**Clerk:** Andy Smith

**Members of Public:** 1

### 1. APOLOGIES FOR ABSENCE

**S24/057** Apologies were received from Cllr O'Donnell and **ACCEPTED**. Cllr Wales was absent.

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### 2. CONFIDENTIAL MEETING

**S24/058** It was **RESOLVED** to move to confidential session

### 3. DECLARATIONS OF INTEREST

**S24/059** None

### 4. MINUTES

**S24/060** The minutes of the Extraordinary Staffing Committee 29<sup>th</sup> August 2024 were **RESOLVED** as a true record to be signed by the Chair.

### 5. CHAIRS ANNOUNCEMENTS

**S24/061** It was noted that appraisals have been done and will be coming to next meeting.

### 6. OTHER ITEMS

#### a) Estates and Grounds Team Composition

**S24/062** The committee noted the external review and the performance of the current staff team. It was also noted that two other local parishes have not been able to recruit to estates and grounds roles.

**S24/063** The paper was discussed and the two new roles were considered. It was **RESOLVED** to approve the updated Job descriptions and salary scales for the two Estates and Grounds roles

**S24/064** It was **RESOLVED** that the jobs should be offered internally and then advertised externally if required

**S24/065** It was **RESOLVED** to authorise the Clerk and Chair of Staffing Committee to appoint the new roles on the appropriate level on the salary scales agreed for the roles.

**S24/066** It was **RESOLVED** to make the amendments to the proposal to Parish Council in line with these resolutions at the Parish Council meeting.

### 7. NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

**S24/067** To note the next Staffing meeting Tuesday 4<sup>th</sup> March 2025. Agenda items must be with the Clerk strictly by 9am Monday 24<sup>th</sup> February.

### 8. CLOSURE OF MEETING

**S24/068** As all business was transacted the meeting was closed at: 7:40pm

Signed by  
Chair to the Staffing Committee

Date:

DRAFT