



## WENDOVER PARISH COUNCIL

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### STAFFING AGENDA

#### 25<sup>th</sup> March 2021 at 2.00pm

#### Online Meeting via Zoom

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**Membership:** Cllr Ballantine, Clayton, Gregory, Myers, Walsh, 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.**

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#### AGENDA

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**1. APOLOGIES FOR ABSENCE**

To consider any apologies for absence received.

**2. 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.

**3. MINUTES**

To confirm the minutes of the meeting of 5<sup>th</sup> February 2021 as a true record.

**4. PUBLIC PARTICIPATION**

*A maximum of 3 minutes per speaker will be allowed.*

**5. CLERKS REPORT**

To receive an update report from the Clerk

**6. OTHER MATTERS**

**a) TOIL and Leave**

To receive an update on the TOIL and Leave balances.

**b) Training**

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

**c) Pensions**

To receive an update on current and future contributions.

**d) Staffing Committee Terms of Reference**

To review the Committees Terms of Reference and recommend any changes to the Full Council.

**e) Volunteering Policy**

To review the Volunteering Policy.

**f) Equality, Diversity & Inclusion Policy**

To receive an update from Cllr Jo Durden Moore and consider any actions.

**g) Vacancies and Cover**

i) To receive an update following the interviews that took place on 17<sup>th</sup> March 2021.

ii) To ratify the decision of the interview panel to appoint and terms of the appointment.

iii) To consider any relevant actions along with the appropriate delegation.

iiii) To consider actions for maternity cover.

**7. ITEMS FOR NEXT AGENDA**

**8. DATES OF FUTURE MEETINGS**

**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.

**10. CLOSURE OF THE MEETING**

Signed by *Amanda Massingham*  
Deputy Clerk to the Council

Date: 18<sup>th</sup> March 2021