



Windlesham Parish Council

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE
Held on Wednesday 16th October 2019 at 7.00pm in the Council Chamber**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Gordon	P	Halovsky-Yu	-	Goodman	P
White	A	Jennings-Evans	P		
		Malcaus-Cooper	P		
		Barnett	A		
		Galliford	P		

In the Chair: Cllr Jennings-Evans

In attendance: Sarah Walker – Clerk to the Council

P - present A – apologies PA – part of meeting - no information

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PER/19/10 Apologies for absence

Apologies had been received and were accepted for Cllrs White and Barnett. Cllr Halovsky-Yu was noted absent without apologies.

PER/19/11 Declarations of interest

No declarations of interest were made.

PER/19/12 Public question time

No members of the public were present.

PER/19/13 Exclusion of the press and public

Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:

- PER/19/18 – Staffing Matters
- PER/19/19 – Variations to staffing requirements

PER/19/14 To agree addendum to contracts in relation to holiday days

At the previous Personnel meeting it was agreed that Council staff would be given 3 additional leave days to cover Christmas and New Year. The Clerk had prepared an addendum as detailed below:

“Proposed changes to your contract of employment

This letter sets out the proposal by the Council to change your contract of employment dated xxxxxxxx as follows;

A new clause 13.2 will be inserted and the existing clauses renumbered accordingly. The new clause will read:

“In addition to the standard holiday entitlement detailed in clause 13.1, you will be given a further 3 days annual leave per year which must be used to cover office closure over the Christmas/New Year period each year. If the closure requires days in excess of 3 leave days, any further requirement is to be taken from your normal holiday entitlement.”

The other terms of your contract of employment are not affected and remain in full force and effect.

This change is proposed to take effect immediately.”

Members resolved to approve the addendum provided by the Clerk and agreed that the letters would be signed by both the Clerk and Cllr Jennings-Evans as Chairman of the Personnel Committee.

PER/19/15 Review of Clerk’s objectives

The Clerk provided the following updates on set objectives:

- Lightwater Pavilion Project – Cllrs Malcaus Cooper and Harris have undertaken to produce a plan drawing of the potential size/footprint of a new building. Once this is complete, SHBC are happy to look at it and confirm if it is likely to pass planning requirements. Work can then start to have formal designs and plans drawn up. **This is still awaited.**
- Kings Lane Playground – **installation complete.**
- Bagshot Chapel roof – **work has been booked in – awaiting enough dry weather for it to go ahead.**
- Windlesham Cemetery extension – no further progress as yet
- Windlesham cemetery replanting – to be discussed by newly formed Cemetery committee
- Implementation of business plan – **this has not been progressed any further at the moment**
- Telephone kiosk – no further progress
- Hook Mill Lane project – **awaiting an update from Richard Brooks following previous instructions given to him to advertise the site**
- Closer working relationships with other tiers of local government – this was discussed by the Clerk who explained she holds fairly regular informal meetings with the other Parish Clerks and also liaises with SHBC officers where required. Twice annual meetings are also held with County’s LAC officer which were very useful. **No further update**
- Monthly meetings with Chair prior to Full Council – the Clerk confirmed that she and Chair of Council met at least once a month and had a regular weekly catch up either in person or on the phone. **No further update.**
- Social media/comms policy – increase engagement/readership – year 1 increase to 1,500 – the Clerk discussed this with Members and told them this was one of the hardest elements to devote time to in the office. The need for engagement on social media is well recognised and the Clerk asked for some help with content for social media from Councillors. This was agreed. It was also agreed that post full council meetings, a set of decisions/actions be produced and publicised on social media, rather than people having to wait and read minutes from the meetings. There was also some discussion around recording/live streaming meetings – this would need to be discussed and agreed by Full Council. **After the last Full**

Council meeting, the results of the grant awards were posted on social media. I will continue after each full council to post about decisions made which are likely to be of wider interest. I have set up an account (free) for Hootsuite, which allows cross posting across social media platforms, allows “watching” of chosen social media streams and collects in one single place any time the Council is mentioned on either Facebook/Twitter to facilitate easier responses or action where required. This should allow easier capture of additional content for our social media feeds. I am attending a Clerks Technical training day on 7th November where one of the workshops is a Community Engagement & Social Media Workshop.

- Community Governance Review – this has taken up a considerable amount of time recently. I am currently drafting the Council’s response to the consultation and reading/researching fairly widely around the topic as the potential outcomes could have significant impact on the Council. At the moment my main area of concern is understanding potential cost implications so I can factor them in to the budgeting process. I anticipate time needed for this topic will diminish now until February, when the draft recommendations from this consultation are due to be published.

The Committee noted the actions to date and agreed the following action points:

Implementation of business plan - Clerk to follow up with Cllr Halovsky-Yu to finalise document

Telephone kiosk – Clerk to follow up with Cllr White

Hook Mill Lane Project – Clerk to write to Richard Brooks

Social Media/Comms Policy – Clerk to bring back to Full Council after training on 7th November

Community Governance Review – start to gather information on division of assets and where information/advice may need to be obtained from and timescales

PER/19/16 To consider a time/motion study

It was agreed that the Clerk will look for a company or individual to audit the work done by the office and a report to be provided to Council.

PER/19/17 Exclusion of the press and public

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PER/19/19 – Variations to staffing requirements

