



Windlesham Parish Council

Joanna Whitfield
Interim Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

30th September 2021

To: Cllrs Jennings-Evans, Malcaus Cooper, Hansen-Hjul, Galliford, Manley, Willgoss, White, Gordon, Sturt and Halovsky-Yu

And all members of Council as nominated substitutes

You are hereby summoned to attend a meeting of the Personnel Committee to be held at Community Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham on **Wednesday 6th October 2021** at **7.00pm** to act upon the under-mentioned business.

Yours sincerely

Joanna Whitfield
Interim Clerk to the Council

MEETING INFORMATION

Members of the public are invited to attend this meeting or alternatively, if you wish to submit any questions or comment on any of the items on this agenda without attending, please email clerk@windleshampc.gov.uk by midday on Wednesday 6th October 2021. Please note that submissions for public participation will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting you must specify this to the Clerk in writing at the time of submission.

This meeting will be COVID compliant and all those attending will need to wear a facemask unless otherwise notified. On arrival attendees must record their contact details for track and trace purposes. These details will be retained for a period of 21 days after the meeting. Unfortunately, public attendance will be restricted to the COVID capacity of the hall. Admittance will be on a first come first served basis.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e)
- 3. Public question time**
- 4. Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 5. To discuss dates to convene the Staffing Sub-Committee**

CONFIDENTIAL BUSINESS

6. **Staffing related matters** – To discuss interim staffing arrangements