



Windlesham Parish Council

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The Council Offices
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29th June 2023

To: Cllrs Jennings-Evans, Malcaus Cooper, Hardless, White, Hills, and Turner

And all members of Council as nominated substitutes

You are hereby summoned to attend a meeting of the Personnel Committee to be held at The Lightwater Library, 83A Guildford Road, Lightwater on **TUESDAY 4th July 2023 at 6:30pm** to act upon the under-mentioned business.

Yours sincerely

Joanna Whitfield
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 Tuesday 4th July 2023. 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.

AGENDA

1. **To elect a Chairman and Vice Chairman of the Committee for the ensuing year**
2. **Apologies for absence**
3. **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)
4. **Public question time**
5. **To note the Committee's Terms of Reference**
6. **To agree membership of Staffing Sub-Committee**
7. **To agree the Terms of Reference of the Staffing Sub-Committee**
8. **To review staff appraisal system.**
9. **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

CONFIDENTIAL BUSINESS

10. **Employment contract review**
11. **Staffing Matters**