



Windlesham Parish Council

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The Council Offices
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2nd October 2025

To: Cllrs Jennings-Evans, Turner, White, Du Cann, Richardson and Wheeler

And all members of Council as nominated substitutes

You are hereby summoned to attend a meeting of the Personnel Committee to be held at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB on 7th October **2025 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 7th October 2025. Please note that all written submissions for public participation are limited to 150 words and, where possible, 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. **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. **Christmas Office Closure Dates**
6. **Operational Arrangements Update:** Enhancing Equitability Across Village Workstreams
7. **Recruitment Update**
8. **Exclusion of the press and public - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.**

CONFIDENTIAL BUSINESS

9. To approve as a correct record the confidential resolution reports for the Personnel Committee held on 23rd July 2025.
10. Local Government Pay Award – Update
11. To consider officer hours & toil
12. Staffing Capacity Review
13. Staffing Matters