Windlesham Parish Council

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4th November 2026

To: Cllrs Jennings-Evans, Turner, Malcaus Cooper, Willgoss, White, Du Cann, Hardless 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 **9th November 2026 at 6:00pm** 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. Alternatively, if you wish to submit questions or comments on any agenda item without attending, please email clerk@windleshampc.gov.uk by midday on Tuesday, 9th November 2026. Please note that the name of the person submitting the representation will be read aloud at the meeting unless anonymity is requested in writing at the time of submission. All public representations, whether written or verbal, are limited to 450 words or a maximum of three minutes.

AGENDA

1. **To appoint a Chair 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 participation time**
5. **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
6. **To note the committee's terms of reference for the ensuing year.**
7. **Staffing Capacity Review**
8. **Clerks Update**

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 consider reasons for apologies.**

10. **Staffing Matters**

11. **Local Government Pay Award – Update**

12. **To review officer hours & toil**

13. **To approve as a correct record the confidential resolution reports for the Personnel Committee held on the 20th April 2026.**