



Windlesham Parish Council

Sarah Walker
Clerk to the Council
Tel: 01276 471675
Email: sarah.walker@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater

Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE
Held on Thursday 29th October 2020 at 7.15pm held by remote conferencing on Zoom

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Manley	PZ	Barnett	PZ		
White	PZ	Galliford	PZ		
Willgoss	PZ	Jennings-Evans	PZ		
		Malcaus-Cooper	PZ		

In the Chair: Cllr Galliford

In attendance: Sarah Walker – Clerk to the Council
Cllr Gordon

PZ – present by remote attendance A – apologies PZA – part of meeting
- no information

PER/20/13 Apologies for absence

No apologies had been received – all committee members were in attendance.

PER/20/14 Declarations of interest

No declarations of interest were made.

PER/20/15 Public question time

No members of the public were present.

PER/20/16 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/20/22 – To discuss the Cemeteries and General Administrators appraisal

It was proposed by Cllr Galliford that agenda item 6 – to consider a policy for time off in lieu – was moved to the exempt part of the meeting. Both Cllrs Willgoss and Manley queried the proposal. Cllr Galliford clarified that she felt that discussion of the item could include personal details relevant to staff and staff contracts which would be required to remain confidential. Cllrs Jennings-Evans and Malcaus Cooper agreed and a vote was taken with 6 Councillors agreeing to moving the item to exempt business with 1 Councillor abstaining.

PER/20/17 To review the Clerks objectives

The Clerk had provided updates to her set objectives, however there was a lot of discussion around the setting of SMART objectives for all staff. These objectives should include day to day tasks and then the additional project type work that make up the majority of the current objectives. Currently, the majority of objectives set are not within the control of the Clerk to complete under her own workload and remit and rely mainly on Councillor work and input in order to progress.

19.27 – Cllr Gordon joined the meeting

Cllr Manley agreed to circulate an example of a SMART appraisal structure and it was further agreed to approach SHBC/SSALC to ask for assistance in providing a SMART structure for the appraisal process and setting of objectives. It was agreed that objectives would need to be re-reviewed and potentially re-set once a SMART appraisal system had been set up.

Objectives updates

Lightwater Pavilion Project – This project is now progressing, with a formal committee set up. I completed all work to produce two tenders – one for topographical survey, the other for concept designs. These are due to be discussed at the committee meeting of 20th October. A community consultation was designed and carried out over the same 6 weeks the tender was open for. The results have been put into a report for the committee. Quotes have been sought for demolition of the current building to be presented to committee. I have done some preliminary research into grants available.

Windlesham Cemetery extension – No further progress since initial site meeting, mainly due to Covid. The Diocese have not finalised their boundary and land ownership issues and until these are resolved, discussions surrounding land for extension are not possible.

Windlesham cemetery replanting - The Cemeteries committee were due to set out their plans for the cemeteries following visits they undertook to conduct. It is now known that formalised plans were not put together. However, the re-formed Cemeteries Committee has resolved to get their visioning plans completed as a priority. Once this has been done, a schedule/options for replanting can be worked on by the office, in line with the vision the committee wishes to create. **The Committee noted this was beyond the control of the Clerk.**

Implementation of business plan – No further progress. This will need to be revisited once the CGR internal restructure is concluded as this may then influence the content and delivery of the business plan. **The Committee noted this was beyond the control of the Clerk.**

Telephone kiosk – Project still to start – Cllr White was taking advice re: the best repurposing of the phone box, as there had been opposition to it becoming a book exchange. **Cllr White provided an update and there was now potential for discussions for the box to be turned into a book exchange that could also house a defibrillator. Clerk to bring to next CAR meeting.**

Hook Mill Lane project – Update required from Richard Brooks by December, as agreed at Full Council.

Social media/comms policy – Improvements have been made to social media comms – photos/pictures are now added to all posts and there has been increased regularity to posting. There has been increased engagement since meetings moved to being held remotely and being livestreamed on Facebook. Numbers are 904 people like the WPC page (up from 870 in June 2020) and 1081 follow the page (up from 1010 in June 2020) – figures from Facebook analytics. Sarah Wakefield now has been set a target as part of her appraisal to take on some social media/communications – linked to the “everyday” things the Council does but doesn’t necessarily promote. The aim will be to post potentially once a week one of these items. I would like all Councillors to do a very short video that can be posted to social media, introducing themselves – these can then be drip fed onto social media channels so residents get to put faces to names of their Councillors. **There was some discussion regarding the communications working party but ultimately until a time/motion/efficiencies study had been undertaken, it would be difficult to see what scope there would be within current capacity for a substantial increase in communications.**

Community Governance Review – Awaiting draft terms of reference for move to a village committee structure. Once this has been received it will need to be appraised to understand the workload required to get the committee system in place. This is likely to involve substantial re-writes of a number of our governing documents, a complete re-write of accounting processes and consideration of hours that would be needed to deliver the meeting structure for the new system. This could involve a recruitment process for a further officer.

Bagshot Neighbourhood Plan – No action taken as yet.

Lightwater Neighbourhood Plan – No action taken as yet. **There was some discussion around whether Lightwater would benefit from a NP as they have no developable land. This objective may be revised to re-vamp the Lightwater Design Statement, but further discussion needed.**

Climate Emergency Policy - No action taken as yet. **There was a lot of discussion regarding this topic as further work is required to demonstrate the Council commitment to climate emergency issues, having declared a climate emergency in 2019. It is understood SHBC have set climate targets and it was suggested their policies are looked at to provide guidance. Discussion also touched on carbon neutrality accreditation and it was agreed that by the next Personnel meeting, actions required for obtaining carbon neutral accreditation should be identified.**

Councillor Training – Regular updates are being sent out to Councillors about the training available to them. SSALC training is now carried out online which makes attendance easier for Councillors. **It was discussed that Councillors could provide details of relevant external training they have attended to the Clerk to form part of training records.**

PER/20/18 Review and agree work to update appraisal forms

Members were reminded that when the Clerks appraisal was discussed at the July 2020 meeting, the Committee resolved:

“There was a discussion around the suitability of the appraisal form itself, which did not seem fit for purpose. It was decided to review and update the appraisal form.”

Following the discussions held under the previous agenda item relating to the Clerks objectives needing to be SMART, Cllr Manley agreed to produce a template and circulate it to committee members.

It was agreed to defer the item to a future meeting once SMART assessment tools and HR back up had been obtained in order to inform the example template that Cllr Manley would produce.

PER/20/19 To agree Christmas closure for the office

Members had received a short paper regarding Christmas closure of the office, which in previous years had been on the Friday before Christmas. This year, the Friday before Christmas is 18th December.

As in previous years, the Clerk monitors emails over the closure period for any urgent business and with full home working set up, voicemails can also be responded to if urgent.

After some discussion, a vote was taken with 7 Councillors for and 1 against and **the following was resolved:**

- 1) The Parish office will close from Monday 21st December – Sunday 3rd January, re-opening on Monday 4th January 2021.**
- 2) Advance notice of the Christmas closure dates would be put on the website.**

PER/20/20 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/20/21 – To consider a policy for time off in lieu

PER/20/22 – To discuss the Cemeteries and General Administrators appraisal

20.23 – Facebook livestream was stopped

