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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S PERSONNEL COMMITTEE**  
**Held on Tuesday 13<sup>th</sup> July 2021 at 8.30pm at The Community Hub, Windlesham Field of**  
**Remembrance, Kennel Lane, Windlesham**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Gordon	P	Galliford	P	Hansen-Hjul	P
Manley	P	Halovsky-Yu	A	Sturt	-
White	P	Jennings-Evans	A		
Willgoss	P	Malcaus-Cooper	P		

**In the Chair:** Cllr Galliford

**In attendance:** Sarah Walker – Clerk to the Council  
Cllr Hardless

P – present      A – apologies      PA – part of meeting      - no information

**PER/21/10 Apologies for absence**

Acceptable apologies were received from Cllrs Jennings-Evans and Halovsky-Yu. Cllr Sturt was absent without apologies.

**PER/21/11 Declarations of interest**

No declarations of interest were made.

**PER/21/12 Public question time**

No public questions were received.

**PER/21/13 Exclusion of the press and public**

Members discussed and 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/21/15 Staffing Related Matters**

This agenda item will deal with Council staffing issues and as such is deemed confidential business.

**PER/21/14 To appoint a Bagshot Councillor to the employment sub-committee as per Terms of Reference**

As per the terms of reference adopted a Bagshot Councillor will need to be appointed to the recruitment sub-committee. Lightwater are already represented by the Chair and

Vice Chair of Council and Chair of Personnel. Windlesham is represented by the Vice Chair of Personnel.

Cllr Willgoss nominated Cllr Manley as the Bagshot Councillor, seconded by Cllr Gordon and unanimously agreed. **It was therefore resolved to appoint Cllr Manley to the employment sub-committee.**

**The open part of the meeting was closed.**

#### **PER/21/15 Staffing Related Matters**

In relation to the above item the committee discussed and agreed the following:

- 1) A letter of offer of appointment to the current Assistant Clerk to offer the role of Interim Clerk **was agreed.**
- 2) Terms of engagement for external finance support from Mike Platten **were agreed and a recommendation to Full Council be made to increase the existing budget line to £15k.**
- 3) **Members agreed** no internal restructuring would take place until the time/motion study previously agreed by the Committee had been completed.
- 4) **Members agreed** any identified parcel of work which needs to be completed in a time sensitive manner will be resourced appropriately on an as and when basis.
- 5) **Members agreed** that during the interim period, workload for the office staff will be prioritised to essential work only.
- 6) **Members agreed** communication to the Clerk to be filtered via the Chairman of Council and Chairman of Personnel. The Interim Clerk, in conjunction with the Chairman of Council and Chairman of Personnel will agree workload/priorities.
- 7) **Members agreed** that a schedule of outstanding resolutions for every committee will be brought to each meeting and reviewed at each meeting so workload can be monitored.

**There being no further business, the meeting closed at 21:24.**