



**Windlesham Parish Council**

Joanna Whitfield  
Clerk to the Council  
Tel: 01276 471675  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://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 Wednesday 5<sup>th</sup> January 2022 at 7.00pm at The Community Hub, Windlesham Field of  
Remembrance, Kennel Lane, Windlesham**

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

**In the Chair:** Cllr Galliford

**In attendance:** Jo Whitfield – Interim Clerk to the Council

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

.....

**PER/21/22 Apologies for absence**

Acceptable apologies were received from Cllrs Manley, Malcaus Cooper, Jennings-Evans and Halovsky-Yu.

Cllrs Sturt and Gordon were absent, and no apologies were received.

**PER/21/23 Member Resignation**

Members were informed that Cllr Halovsky-Yu has now resigned from the Personnel Committee.

**PER/21/24 Declarations of interest**

No declarations of interest were made.

**PER/21/25 Public question time**

No public questions were received.

**PER/21/26 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/21/27 Staffing Related Matters**

This agenda item dealt with Council staffing issues and as such was deemed confidential business.

**The open part of the meeting was closed 19.04**

**CONFIDENTIAL MATTERS**

**PER/21/27 Staffing Related Matters**

**a) To discuss contractual changes for new staff**

Cllr Galliford updated the Committee on the recruitment process and Members were reminded that at the Personnel meeting held on the 28<sup>th</sup> April 2021, where it was resolved to adopt the template proposed as a draft contract with specific decisions to be made regarding terms and conditions at the time any new staff members are employed.

Members were asked to re-read the agreed draft contract provided and consider the highlighted points

**It was resolved to amend the draft contract presented (new permanent staff only), and to seek advice of HR services regarding the amendments.**

**It was also resolved unanimously to appoint candidate 3 to the position of Committee and Administration Clerk without any further interviews. Members delegated authority to the Interim Clerk in conjunction with the Chair of the Personnel Committee to finalise the appointment and HR Services would be appointed to draft a suitable short-term contract.**

**PER/21/28 Staffing Related Matters**

**b) Cemeteries and General Administrator Annual Appraisal**

Members were asked to review the Cemeteries and General Administrators annual review presented to them and consider recommendations therein.

**It was resolved to approve recommendation 'a' as presented in the papers provided.**

**There being no further business, the meeting closed at 19:37.**