



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE

Held on Tuesday 13th January 2026 at 6:30pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Richardson	A
Du Cann	P	Jennings-Evans	P	Wheeler	P
				Lewis	S

In attendance: Joanna Whitfield –Clerk to the Council

Cllr Turner took the Chair

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

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		Action
PER/25/28	Apologies for absence Apologies for absence were received from Cllr Richardson	
PER/25/29	Declarations of interest None <i>18:31 Cllr R Jennings-Evans left the meeting 18:32 Cllr R Jennings-Evans re-joined the meeting</i>	
PER/25/30	Public question time None	
PER/25/31	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/25/34 To approve as a correct record the confidential resolution reports for the Personnel Committee	

	<p>held on 7th October 2025</p> <p>PER/25/35 Staffing - To consider contractual matters</p> <p>PER/25/36 To consider staffing risks and liabilities.</p> <p>It was resolved that the above items would be discussed in the confidential part of the meeting.</p>	
PER/25/32	<p>Clerks Update</p> <p>The Clerk reported that the new RFO is now in post.</p> <p>Cllr Turner asked the Clerk about staff morale regarding the Community Governance Review. While some concerns exist, operations will continue as usual until the CGR outcome is determined.</p>	
PER/25/33	<p>Exclusion of the press and public.</p> <p>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:</p>	
	CONFIDENTIAL	
PER/25/34	<p>To approve as a correct record the confidential resolution reports for the Personnel Committee held on 7th October 2025.</p> <p>It was resolved unanimously to approve the confidential resolution reports for the Personnel Committee held on 7th October 2025, as presented.</p>	
PER/25/35	<p>Staffing - To consider contractual matters</p> <p>Members considered the confidential report and supporting papers regarding implementation of the revised staffing structure ratified at the October Full Council meeting (minute ref PER/25/25). The Committee noted the current arrangements and the options presented for progressing.</p> <p>It was resolved to carry out the actions as detailed in the confidential report.</p>	
PER/25/36	<p>To consider staffing risks and liabilities</p> <p>Members acknowledged the information presented and resolved to carry out actions as detailed in the confidential report on employment law implications arising from the Community Governance Review (CGR).</p> <p>It was resolved to recommend to Full Council that the Clerk be given delegated authority to engage a professional HR adviser to provide advice on all related matters once the implications of the CGR review become clearer.</p> <p>It is also recommended that Full Council agree a budget of up to £10,000, to be funded from the Legal and HR budget line, or from General Reserves if that budget is exceeded.</p>	

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There being no further business, the meeting closed at 19:01.