



Windlesham Parish Council

Joanna Whitfield
 Clerk to the Council
 Tel: 01276 471675
 Email: clerk@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 Tuesday 20th April 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	R Jennings-Evans	A	Wheeler	P
		D Jennings-Evans	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

.....

		Action
PER/25/43	Apologies for absence Apologies for absence were received from Cllr Richardson and R Jennings-Evans	
PER/25/44	Declarations of interest None	
PER/25/45	Public question time None	
PER/25/46	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/25/50 To approve as a correct record the confidential resolution reports for the Personnel Committee held on 13 th January 2026 PER/25/51 To review staffing considerations resulting from the recent CGR	

	<p>PER/25/52 Staffing - To consider contractual matters PER/25/53 Staff Annual Reviews.</p> <p>It was resolved that the above items would be discussed in the confidential part of the meeting.</p>	
PER/25/47	<p>Grievance Policy for review</p> <p>Members noted that at the Full Council meeting held in January 2026 (minute reference C/25/162), Council resolved to adopt the Grievance Policy, with the further resolution that the Personnel Committee would review a query raised regarding the definition of the investigator referred to at section 4 of the policy (“Investigation”).</p> <p>Members were reminded that section 4 refers to the appointment of an investigator, but does not explicitly define whether this role should be undertaken by:</p> <ul style="list-style-type: none"> • a councillor or a committee/sub-committee of the Council; or • an external, independent investigator. <p>It was noted that while the absence of an explicit definition does not invalidate the policy, additional clarification may assist in ensuring consistency, transparency, and good practice should the policy be invoked in future.</p> <p>Following consideration, it was resolved that the policy remain unchanged.</p>	
PER/25/48	<p>Clerks Update</p> <p>The Clerk reported that the new Responsible Financial Officer (RFO) has settled in and is progressing well.</p>	
PER/25/49	<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/25/50	<p>To approve as a correct record the confidential resolution reports for the Personnel Committee held on 13th January 2026.</p> <p>It was resolved unanimously to approve the confidential resolution reports for the Personnel Committee held on 13th January 2025, as presented.</p>	
PER/25/51	<p>Staffing - To review staffing considerations resulting from the recent CGR</p> <p>Members considered the confidential report and supporting papers regarding a revised staffing</p>	

	<p>Members resolved:</p> <ol style="list-style-type: none"> 1. To note the information set out in the report; 2. To note that appropriate HR advice would be sought where necessary. 3. That current staffing levels will be maintained through 2026-2027, and matters will be reviewed when the CGR order has been drafted, and there is more clarity on possible asset and service transfers. 	
PER/25/52	<p>Staff Contracts</p> <p>Members noted actions taken following the January Personnel Committee resolution and considered the future staffing arrangements for the Operations and Cemeteries functions. The Committee agreed that, in light of the Community Governance Review outcome, the previously proposed staffing expansion was no longer necessary.</p> <p>Members resolved:</p> <ol style="list-style-type: none"> 1. To note the actions taken following the January Personnel Committee resolution; 2. To approve the proposal to combine the Operations Coordinator and Cemeteries Coordinator functions into a single permanent post of 30 hours per week, in place of the previously proposed staffing increases; and 3. To approve the use of necessary overtime within existing budgets until 30 March 2027, pending disaggregation. 	
PER/25/53	<p>Staff Annual Reviews</p> <p>Members reviewed and noted the completed appraisals. In particular, Members noted that any performance-related pay increases would be paid in line with the employment contract.</p> <p>It was resolved to approve all contractual pay rises based on satisfactory performance.</p>	

There being no further business, the meeting closed at 18:52