



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S COMPLAINTS PANEL**  
 Held on 28<sup>th</sup> April 2026 at 2pm at Lightwater Library, Guildford Road, Lightwater

Councillors	
White	P
Hardless	P
Turner	P

**In attendance:** Joanna Whitfield- Clerk to the Council  
 Lucy Shannon – Operations and Cemeteries Coordinator  
 Mr Hetherington – Lightwater Resident

Cllr Turner took the Chair

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

		Action
CP/25/01	<b>To appoint a Chair of the Panel for the ensuing year</b>  Cllr White proposed, Cllr R Hardless seconded, and it was unanimously agreed to appoint Cllr Turner as Chairman.	
CP/25/02	<b>Apologies for absence</b>  No apologies for absence.	
CP/25/03	<b>Declarations of Interest</b>  None	
CP/25/04	<b>Public question time</b>  No Public Questions.	
CP/25/05	<b>Exclusion of the press and public.</b>  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:  CP/25/06- To consider a formal complaint in accordance with the Council's complaints procedure  <b>It was agreed that the above item would be discussed during the confidential part of the meeting.</b>	

<b>CP/25/06</b>	<b>To consider a formal complaint in accordance with the Council's complaints procedure</b>  <b>Members considered the complaint in accordance with the Council's complaints procedure and resolved to carry out the actions as detailed in the confidential report.</b>	
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**There being no further business, the meeting closed at 15:00**