



Sarah Walker
Clerk to the Council
Email:sarah.walker@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 Wednesday 15th January 2020 at 7.00pm in the Council Chamber**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Gordon	P	Halovsky-Yu	P	Goodman	A
White	P	Jennings-Evans	P		
		Malcaus-Cooper	A		
		Barnett	-		
		Galliford	P		

In the Chair: Cllr Jennings-Evans

In attendance: Sarah Walker – Clerk to the Council

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

.....

PER/19/20 Apologies for absence

Apologies had been received and were accepted for Cllrs Goodman and Malcaus Cooper. Cllr Barnett was noted absent without apologies.

PER/19/21 Declarations of interest

No declarations of interest were made.

PER/19/22 Public question time

No members of the public were present.

PER/19/23 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/19/27 – Staffing Matters – Assistant Clerk appraisal

PER/19/24 Review of Clerk’s objectives

The Clerk provided the following updates on set objectives:

- To progress the Lightwater Pavilion project
- Kings Lane Playground refurbishment - COMPLETE
- Bagshot Chapel roof replacement - COMPLETE
- Windlesham cemetery extension – to progress project
- Windlesham cemetery replanting
- Implementation of business plan, once Council have set priorities

- Telephone kiosk
- Hook Mill Lane project
- Closer working relationships with other tiers of local government – NO FURTHER ACTION NEEDED
- Monthly meetings with Chair prior to Full Council – NO FURTHER ACTION NEEDED
- Social media/comms policy – increase engagement/readership – year 1 increase to 1,500 – can pay to boost relevant posts to assist with increasing numbers
- Community Governance Review

Lightwater Pavilion Project – Cllrs Malcaus Cooper and Harris have undertaken to produce a plan drawing of the potential size/footprint of a new building. Once this is complete, SHBC are happy to look at it and confirm if it is likely to pass planning requirements. Work can then start to have formal designs and plans drawn up. This is still awaited. Cllr Harris has been asked on several occasions for drawings – he estimates the office should have drawings by 17th January.

Bagshot Chapel roof – work has been completed, however, an area of damp has been found within the chapel which requires investigation. This will be brought to Council with quotes for any work deemed necessary.

Windlesham Cemetery extension – I have now finally received a response from the interim property director. They have very little resource (employees) with the capacity to look at the Diocese's land/property portfolio at the moment. However, he informed me that the issue with access to the rear of the glebe land has been worked on, as this was causing problems with the potential sale of any further land and he expected to meet with his legal adviser mid-January to look at the potential options for land to be sold for the extension. I hope to have a site visit booked by the end of the month.

Windlesham cemetery replanting – still to be discussed by newly formed Cemetery committee. Next cemetery committee meeting will be 4th February – there are several other issues to be discussed, including fees/charges for recommendation to Full Council

Implementation of business plan – Cllr Halovsky-Yu is still working on document, following budget meeting held. I would hope to have an update to bring to February Full Council.

Telephone kiosk – no further progress

Hook Mill Lane project – further update to go to Full Council 28/1/2020

Closer working relationships with other tiers of local government – recent meetings have included meeting the Independent Remuneration panel re: Cllr allowances and a LAC update meeting.

Social media/comms policy – I attended a Clerks Technical training day on 7th November where one of the workshops was a Community Engagement & Social Media Workshop. The workshop was a high-level overview of communications tools and I have contacted the company who provided the workshop and a free marketing audit report is to be completed, with a view to seeing how they can help improve external communications of the Council.

Community Governance Review – this has not required a lot of input since the consultation closing date of 28th October 2019. I have been reading and

researching what may happen at the next stage, if a split is the recommendation from Surrey Heath.

The Committee noted the actions to date and agreed no further objectives at this time. Cllr White asked for it to be recorded that the lack of progress with the telephone kiosk was her responsibility and she will look to follow up the project as soon as she can.

PER/19/25 Time/motion study – update

The Clerk had contacted Anne Bott from SSALC who gave feedback that in general a time/motion study was more suited to repetitive/manual jobs, but that if Council wished to proceed, then she did know of someone who had carried out similar exercises for other Councils. He had indicated that he would be happy to conduct a study, but no costs had yet been obtained.

It was agreed that the Clerk would obtain a cost and bring to Full Council.

PER/19/26 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/19/27 – Staffing Matters – Assistant Clerk appraisal