



### **Windlesham Parish Council**

Joanna Whitfield  
Interim 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

21<sup>st</sup> December 2021

**To: Cllrs Jennings-Evans, Malcaus Cooper, Hansen-Hjul, Galliford, Manley, Willgoss, White, Gordon and Sturt**

**And all members of Council as nominated substitutes**

You are hereby summoned to attend a meeting of the Personnel Committee to be held at Community Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham on **Wednesday 5<sup>th</sup> January 2022** at **7.00pm** to act upon the under-mentioned business.

Yours sincerely

**Joanna Whitfield**  
Interim Clerk to the Council

#### **MEETING INFORMATION**

Members of the public are invited to attend this meeting or alternatively, if you wish to submit any questions or comment on any of the items on this agenda without attending, please email [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on Wednesday 5<sup>th</sup> January 2022. Please note that submissions for public participation will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting you must specify this to the Clerk in writing at the time of submission.

This meeting will be COVID compliant and on arrival attendees must record their contact details for track and trace purposes. These details will be retained for a period of 21 days after the meeting. Additionally, all attendees will be required to comply with current government guidelines and wear a face covering.

#### **AGENDA**

1. **Apologies for absence**
2. **Member resignation from the Personnel Committee**
3. **Declarations of interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e)
4. **Public question time**
5. **Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**CONFIDENTIAL BUSINESS**

**6. Staffing related matters**

**a) Recruitment Update**

- **Discuss and agree contractual matters**

**b) Cemeteries Administrator Annual Review**