



Windlesham Parish Council

Joanna Whitfield
Interim 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

12th November 2021

To: Cllrs Malcaus Cooper, Hansen-Hjul, Galliford, Manley, and Halovsky-Yu

And all members of Council as nominated substitutes

You are hereby summoned to attend a meeting of the Personnel Committee to be held at All Saints Church, The Challen Room, Broadway Road, Lightwater, Surrey GU18 5SJ on **Thursday 18th November 2021** at **3.00pm** 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 by midday on Thursday 18th November 2021. 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.

AGENDA

- 1. To elect the Chairman and Vice Chairman of the Sub-Committee for the ensuing year**
- 2. Apologies for absence**
- 3. To review and agree the terms of reference for the Sub-Committee**
- 4. 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)
- 5. Public question time**
- 6. 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

- 7. Recruitment Matters –** To agree interview procedure and review applications for the Committee & Administration Clerk Vacancy, selecting candidates for interview.