



Windlesham Parish Council

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8th January 2021

To: Cllrs Jennings-Evans, Malcaus Cooper, Barnett, Galliford, Manley, Willgoss and White

And all members of Council as nominated substitutes

You are hereby summoned to attend a meeting of the Personnel Committee to be held by remote conferencing on **Wednesday 13th January 2021** at **7.00pm** to act upon the under-mentioned business.

Yours sincerely

Sarah Walker
Clerk to the Council

MEETING INFORMATION

This meeting is permitted under the Local Authorities (Coronavirus) Regulations 2020 which enables local council meetings to be held by remote attendance.

Members of the public are invited to comment on any of the items on this agenda by email to clerk@windleshampc.gov.uk by midday on Wednesday 13th January 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.

The public can also watch the meeting via a live stream on our Facebook page.

AGENDA

1. **Apologies for absence**
2. **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)
3. **Public question time**
4. **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.
5. **SMART appraisal system**
6. **Office timesheets – committee to decide on reporting schedule**

EXEMPT BUSINESS

7. **Presentations from companies re: HR support**

8. **Assistant Clerks appraisal**