



Windlesham Parish Council

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE
Held on Wednesday 28th April 2021 at 7.00pm held by remote conferencing on Zoom**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Manley	PZ	Barnett	PZA		
White	PZ	Galliford	PZ		
Willgoss	PZ	Jennings-Evans	PZ		
		Malcaus-Cooper	PZ		

In the Chair: Cllr Galliford

In attendance: Sarah Walker – Clerk to the Council
Martine Robins – HR Dept
Cllr Goodman

PZ – present by remote attendance A – apologies PZA – part of meeting
- no information

PER/20/45 Apologies for absence

No apologies were received.

PER/20/46 Declarations of interest

No declarations of interest were made.

PER/20/47 Public question time

No public questions were received.

PER/20/48 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/20/51 Overview from Martine Robins, HR support, re:

- a) Annual appraisal system
- b) Staff contracts

PER/20/49 TOIL policy

19.16 – Cllr Barnett joined the meeting

Committee Members were reminded that a temporary TOIL policy was adopted in December 2020, currently expiring at the end of April 2021. Part of the policy is to

review TOIL quarterly. To that end, Members were provided with March timesheets for both the Clerk and Assistant Clerk. These were not reviewed in the meeting.

With regard to the need for a TOIL policy moving forwards, there was some very robust discussion between Members. It is generally recognised that the Council does not currently have enough hours available to it when lengthy meetings are taken into account. After varying opinions were put forward, including Martine Robins offering her opinion that the policy as written was sound and fit for purpose, however many business' were moving away from using TOIL except on odd occasions, a proposal was put forward:

Cllr Galliford proposed and Cllr Jennings-Evans seconded that the existing TOIL policy be reviewed monthly, on the proviso that background work was undertaken to look at the timesheet recording that officers have been completing since 1st November 2020 and a forecast of hours needed, specifically for the new schedule of committee meetings, was compiled so that a realistic estimate of the hours needed moving forward can be ascertained. A vote was taken with 3 votes for and 3 votes against. The Chair invoked her casting vote to support her original proposal and **it was therefore resolved to support the proposal as highlighted above.**

PER/20/50 Exclusion of the press and public

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19.59 Livestream to Facebook was stopped