



Windlesham Parish Council

Joanna Whitfield
 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

MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 26th April 2022, at 7.00pm held at St Anne's Church Centre, 43
 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Barnett	P	Goodman	A
Du Cann	P	Galliford	P	Hansen-Hjul	P
Gordon	P	Halovsky-Yu	P	Hardless	A
Manley	P	Harris	PA	Stacey	P
Willgoss	P	Hartshorn	-	Sturt	P
White	P	Jennings-Evans	P		
		Malcaus Cooper	P		

In attendance: Jo Whitfield – Interim Clerk

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

Cllr Malcaus Cooper was in the Chair

		Action
C/21/197	Apologies for absence Apologies for absence were received from Cllrs Hardless, Bakar and Goodman	
C/21/198	Declarations of interest No declarations were made	
C/21/199	Public question time No members of the were present	
C/21/200	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: C/21/201 To review Councillor absences and apologies C/21/202 HR Support Contract 2022-2023 Members agreed that the above items should be discussed in the confidential part of the meeting.	

<p>C/21/201</p>	<p>To review Councillor absences and apologies</p> <p>Councillors were reminded that at the Full Council meeting held on the 29th September 2020, Members confirmed that they were no longer happy to have reasons for absence stated at meetings. It was agreed that all apologies would be submitted to the Clerk, in writing, prior the meeting who would take responsibility for deciding if a reason is acceptable (or not).</p> <p><i>19:07 Cllr Harris joined the meeting</i></p> <p>Members were provided with the legislation regarding vacation of office by failure to attend meetings which can be found in the LGA 1972 s.85(1)</p> <p>Vacation of office by failure to attend meetings.</p> <p><i>(1) Subject to subsections (2) and (3) below, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.</i></p> <p><i>(2) Attendance as a member at a meeting of any committee or sub-committee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons, shall be deemed for the purposes of subsection (1) above to be attendance at a meeting of the authority.</i></p> <p><i>(3) A member of any branch of Her Majesty's naval, military or air forces when employed during war or any emergency on any naval, military or air force service, and a person whose employment in the service of Her Majesty in connection with war or any emergency is such as, in the opinion of the Secretary of State, to entitle him to relief from disqualification on account of absence, shall not cease to be a member of a local authority by reason only of a failure to attend meetings of the local authority [F2 or of a failure to attend meetings of the executive] if the failure is due to that employment.</i></p> <p>Members were informed that one Councillor was close to breaching the 6-month rule, therefore Council had been convened to formally accept or reject the reasons given. It was noted that the Councillor in question was present at the meeting and therefore would not fall foul of the 6 month rule due to the period beginning with the last meeting attended as per legislation.</p> <p>Regardless of the Councillor in question being in attendance Members decided to review the reasons for apologies presented and deemed all of them acceptable.</p> <p>Finally, Members were asked to consider how they wished apologies to be reported in the future.</p>	
------------------------	---	--

	<p>It was recommended that apologies (along with reasons) were reported at each meeting, where the Council will either accept or reject the apology. If there is a perceived GDPR risk or security risk a generic apology such as 'personal matters' will be reported and the item would be moved into the confidential part of the meeting for full disclosure, if required.</p> <p><i>19:56 Cllr Sturt left the meeting</i></p> <p>There was much discussion on this point with varying opinions and interpretations of the legislation, therefore it was resolved unanimously that the Clerk would seek further clarification from SHBC Democratic Services, and the matter will be brought back to Council at the next meeting.</p> <p><i>20:00 Cllr Stacey left the meeting</i></p>	The Clerk
C/21/202	<p>Members were informed that the rolling HR support contract was now in its second year and as part of the contract Council were required to confirm if they wished to take up the optional insurance cover (both the contract and insurance form were provided to Members in advance of the meeting).</p> <p>Members were presented with and asked to read the HR contract noting section 5, which outlines the insurance cover, and to discuss and agree the following:</p> <ol style="list-style-type: none"> 1. To read the insurance form and <ol style="list-style-type: none"> a) confirm if the Council <u>does</u> require optional extensions of cover and to indicate which categories <ol style="list-style-type: none"> a. OR b) confirm if the Council requires no optional extensions of cover 2. To give the Clerk delegated authority to sign the contract and insurance document on behalf of Council <p>Members noted the terms of the contract as agreed at the inception and indicated that they were keen to review these terms at the earliest possible point, whilst adhering to their current contractual obligation.</p> <p>It was resolved unanimously that the Clerk would be given delegated authority to sign the contract for 2022-23 and to negotiate new terms as soon as contractually possible. Additionally, Members resolved that Council did not require any optional extensions to the insurance cover and delegated authority was given to the Clerk to sign the insurance documents.</p>	The Clerk
	There being no further business the meeting closed at 20:21	