



## COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held on Friday November 8th 2019 at Corner Cottage, Winsor, starting at 1.30pm.

Invitees:

Cllr. Simon Lucas

Cllr. Steve Herra

Cllr. Graham Chillcott

Cllr. Jackie Rhodes

Mr David Rigby (Parish Clerk as observer)

### A G E N D A (and discussion notes)

- 1. Election of Chairman**  
Cllr. Simon Lucas was elected unanimously.
- 2. Apologies for absence**  
None
- 3. Declarations of Interest**  
None at outset of meeting or needed to be declared during the meeting
- 4. Personnel and Governance Advisory Committee Terms of Reference – to agree a set of Terms of Reference.**  
A draft set of ToR was drawn up by the members and has been circulated to members for their approval before submitting for approval at the Council meeting on Dec 10<sup>th</sup> 2019
- 5. Consider a work programme for the Personnel and Governance Advisory Committee through to end of March 2020.**  
Review of existing policies & prioritise work on revisions & additions as a result.  
Particular review of policies affecting employees.  
Operating Framework for Council.
- 6. Agree date for next meeting**  
Friday Jan 10<sup>th</sup> 2020, 12.30pm at Westwood, Winsor Road