



Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield
on Tuesday 16th August 2016 from 8.32pm – 10pm

Those present:

Cllr R D R Berry
Cllr G Paxton

Cllr Mrs A Michie
Cllr S Tarrant (Chairman)

Cllr D Parkin
Cllr R Warren

Officer: Mrs Annemarie Edwards, Clerk

SS 413 APOLOGIES FOR ABSENCE

None received.

SS 414 DECLARATION OF INTEREST

None declared.

SS 415 MINUTES OF THE PREVIOUS MEETINGS

It was proposed by Cllr Berry, seconded by Cllr Mrs Michie and with one abstention

RECOMMENDED that the minutes of the Staffing and Strategy Committee held on 16th February 2016, ratified at Council on 1st March 2016 were confirmed and signed.

SS 416 PLANNING MEETINGS/COMMITTEE

Consideration was given to creating a new Planning and Highways committee with 8 members (two from each Ward) plus the Chairman and Vice Chairman of Council. The Committee to be given relevant delegated powers in order to provide prompt responses to planning applications, etc.

It was proposed by Cllr Berry, seconded by Cllr Paxton and unanimously

RECOMMENDED that:

- a. The Chairman will reinforce the expectations of Councillors contribution to planning matters in particular planning applications in their Ward; and
- b. Discussion as to whether to create a new Planning and Highways Committee to take place at the Staffing and Strategy Meeting on 21st February 2017.

SS 417 COMMUNITY RESILIENCE – BRACKNELL FOREST VOLUNTEER PASSPORT SCHEME

Involve is working closely with BFC to introduce a Volunteer Passport Scheme. In brief the idea is that any volunteer in Bracknell Forest will be invited to join the Passport Scheme. The Passport Scheme is essentially a training record for that volunteer and also Partner members (groups and organisations) agree to share their training with any passport holder as this in turn will upskill volunteers and move us towards a more resilient community. If a volunteer wants to volunteer for more than one organisation, they won't have to repeat training they may recently have undertaken. This scheme will give a unified brand to volunteering and will hopefully also attract more people to come forward to volunteer. The draft partnership agreement which hopefully will be finalised soon was attached at Appendix 1.

To run the Scheme Involve will need a coordinator/ administrator to run the project and help it on its journey. At the moment 2 of the partners have pledged funding: Bracknell Forest Council and the Public Health team.

Involve would, like to apply for funding from all the Parish and Town Councils to support this project. Before getting to this stage Involve are asking the Parish and Town Councils:

- Do you all back the scheme and do you have any questions about it?
- Do I need to apply to each of you individually?
- Could we consider a set amount that each Parish/Town council would potentially pledge so all councils are committing the same?

Phil Cook, General Manager of Involve would be happy to come and talk through any of this with us.

It was proposed by Cllr Berry, seconded by Cllr Tarrant and unanimously

RECOMMENDED that although this project appears to be a positive initiative WPC has concerns regarding the potential management costs in both the medium and long term. An estimate of the set-up and subsequent running costs together with the suggested means of funding them would need to be obtained for consideration before further debate.

SS 418 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Parkin, seconded by Cllr Mrs Michie and unanimously

RECOMMENDED that pursuant to the Public Bodies (Admissions to Meetings) Act 1960, members of the press and public be excluded from the meeting during consideration of the following matters.

SS 419 PROTOCOL REGARDING THE DEATH OF A MONARCH OR SENIOR PUBLIC FIGURE

It was proposed by Cllr Parkin, seconded by Cllr Mrs Michie and unanimously

RECOMMENDED that the Clerk should prepare a draft policy for consideration at the next meeting and in the meantime minimum recommended practices should be put in place immediately:

SS 420 FACILITIES

Cllr Parkin reported on draft ideas for future changes to Carnation Hall.

SS 421 STAFFING

- a. Councillors were updated on Staffing Levels and Costs.
- b. The Clerk gave a report on the Hall Supervisor's return to work.
- c. Administrator – consideration was given to recruiting a new member of staff to assist the WPC Administration Team, including administration of the Neighbourhood Development Plan

It was proposed by Cllr Tarrant, seconded by Cllr Berry and unanimously

RECOMMENDED that the Clerk should employ a member of staff to join the WPC Administration Team working up to 20 hours per week.

Cllr David Parkin
Chairman