



**Mrs Annemarie Edwards**  
Clerk of the Council

12<sup>th</sup> October 2016

To:

Cllr N Atkinson  
Cllr S Mitchell  
Cllr S Tarrant

Cllr R D R Berry  
Cllr D Parkin (Chairman)  
Cllr R Warren

Cllr Mrs A Michie  
Cllr G Paxton

All other Councillors for information.

Dear Councillor

Your attendance is requested at a Meeting of the **Staffing and Strategy Committee** of Winkfield Parish Council to be held in Carnation Hall, Chavey Down Road, Winkfield Row on **Tuesday 18<sup>th</sup> October 2016**, at 7.45pm (immediately following the Leisure Committee meeting) when it is proposed to transact the business specified in the Agenda below.

Yours sincerely

A handwritten signature in cursive script that reads 'A Edwards'.

Clerk of the Council.

## **A G E N D A**

**This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in February 2015. In particular, all Councillors are reminded to acquaint themselves with paragraphs 11 (Rules of Debate) and 14 (Respect for the Chair).**

*In order to avoid interruptions to the business of the Council, Councillors, officers and members of the public are required to ensure that mobile phones are switched off before the commencement of the meeting.*

Prior to the commencement of the meeting a time not exceeding 10 minutes is available to the public to address the Members of the Council on any matter relevant and within the Council's responsibility or which affects its area.

Members should note that in the event of the fire alarm going off, they should make their way quickly to the fire exits, either via the lounge door or through the kitchen and out through the door to the grounds and make their way to the fire assembly point (the part of the car park near the pedestrian access to Chavey Down Road/Mushroom Castle Lane).

**1. APOLOGIES FOR ABSENCE**

It would be helpful if Councillors could personally notify the Clerk of the Council by midday of the meeting of any intended absence along with the reason. Apologies for absence with the reason will be noted in the subsequent minutes of the meeting.

**2. DECLARATION OF INTEREST**

**3. MINUTES OF PREVIOUS MEETING**

To sign as a correct record the minutes of the meeting held on the 16<sup>th</sup> February 2016 ratified at Council on 16<sup>th</sup> August 2016 (copy attached).

**4. EXCLUSION OF PRESS AND PUBLIC**

To resolve 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.

**5. PROTOCOL REGARDING THE DEATH OF A MONARCH OR SENIOR PUBLIC FIGURE**

**6. FACILITIES**

**7. CIL CONTRIBUTIONS**

**8. STAFFING**