



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 21st February 2017 from 8.12pm – 10.08pm

Those present:

Cllr N Atkinson
Cllr Mrs A Michie
Cllr G Paxton

Cllr R D R Berry
Cllr S Mitchell
Cllr S Tarrant

Cllr D Parkin (Chairman)
Cllr R Warren

Officer: Mrs Annemarie Edwards, Clerk

SS 430 APOLOGIES FOR ABSENCE

All present.

SS 431 DECLARATION OF INTEREST

None declared.

SS 432 MINUTES OF THE PREVIOUS MEETINGS

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

RECOMMENDED that the minutes of the Staffing and Strategy Committee held on 18th October 2016 and ratified at Council on 1st November 2016 were confirmed and signed.

SS 433 POLICIES REVIEW

The list of current WPC policies was attached at Appendix 1. The Clerk reported that work will shortly commence on updating all those policies due for a review.

SS 434 CHAIRMAN'S UPDATE

The Chairman has introduced this item as a standing item for future meetings to bring Members up to date with any topics/issues of interest and noteworthy. The Chairman's update was as follows:

Carnation Hall – possible expansion and upgrade. It has proved difficult accessing copies of up to date plans of the site and hall. The office are endeavouring to pull together some working plans in order to start the process of deciding what is required and once in a position to move forward a Working Party will be formed to progress the project further.

Asher Recreation Ground/site – we need to look at the possibilities for improving this site for community use. ST asked that plans of the drainage routes through the site are obtained – the Clerk to action.

SS 435 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Berry, 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 436 PROTOCOL REGARDING THE DEATH OF A MONARCH OR SENIOR PUBLIC FIGURE

The Clerk circulated a draft and further changes were made and will be brought back to the next meeting.)

SS 437 WPCs '123' LIST

The WPC '123' List will be updated following the adoption of the Three Year Plan which is in the process of being compiled.

SS 438 FUTURE MANAGEMENT/USE OF THE 'BRITISH LEGION' FACILITY

The Chairman updated the meeting. The lease has still not been relinquished.

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

RECOMMENDED that The Chairman and Clerk should continue to pursue discussions with Ascot Place with a possible view to WPC taking over the lease and management of the facility for community use.

SS 439 STAFFING

Staffing matters were discussed and papers supplied noted.
Recommendations:

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

RECOMMENDED that:

- a. A Working Party is formed comprising Cllrs Parkin, Berry and Atkinson plus the Clerk to review the staffing structure and report back to this committee;
- b. An annual meeting (to take place prior to budget setting) is formalised to review all staff, roles and market pay rates but note that this will not result in automatic increases in staff pay levels.

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

RECOMMENDED that the Clerk should move to salary scale point 50 from 1st April 2017;

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

RECOMMENDED that the Deputy Clerk should be awarded a one point salary scale increase as from 1st April 2017;

It was proposed by Cllr Parkin, seconded by Cllr Warren and unanimously

RECOMMENDED that the Head of Grounds Maintenance and Facilities and the two fulltime Grounds persons should be awarded a one point salary scale increase as from 1st April 2017.

Cllr David Parkin
Chairman