



Mrs Marcia Milsom
Clerk of the Council

17th February 2021

To:

Cllr N Atkinson
Cllr Mrs A Michie

Cllr T Blakemore
Cllr G Paxton

Cllr Ms V Browne (Chairman)
Cllr R Warren

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 virtually via Zoom on **Tuesday 23rd February 2021** at 7.30pm when it is proposed to transact the business specified in the Agenda below. The link to join the meeting is <https://us02web.zoom.us/j/86006883261> .

Yours sincerely

A handwritten signature in dark ink, appearing to read 'M Milsom'.

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 September 2019. In particular, all Councillors are reminded to acquaint themselves with paragraph 2 (Disorderly Conduct at Meetings).

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.

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

Members are required to declare any personal or prejudicial interests in relation to any items on the agenda.

3. MINUTES OF PREVIOUS MEETING

To sign as a correct record the minutes of the meeting held on 27th October 2020 which have been ratified at Council (copy attached).

4. POLICIES REVIEW

A list of current policies and last review dates are attached as Appendix 1.

To Consider/Review the following draft policies for adoption:

- i. Bus Shelters – current policy attached at Appendix 2 and draft policy attached at Appendix 2a.
- ii. Complaints – current policy attached at Appendix 3 and draft policy attached at Appendix 3a.

To Consider the following draft new policies for adoption:

- i. Bullying – examples policies are attached at Appendix 4a – 4d. A draft WPC policy, based on the NALC model, is attached at Appendix 4e.

5. WORKING PARTIES

A list of current working parties and membership is attached at Appendix 5.

A draft Terms of Reference is attached at Appendix 6.

To Consider the responsibility of each working party and agree general Terms of Reference.

6. TERMS OF REFERENCE

The Clerk has been unable to locate exact Terms of Reference for the Staffing & Strategy Committee.

To Consider setting Terms of Reference for the Staffing & Strategy Committee.

7. WEBSITE

Quotations have been obtained for updating the WPC website to conform with the new accessibility regulations – attached at Appendix 7. The Clerk would ask members to review the example websites from each provider to enable an informed discussion on possible layout and content.

To Consider selecting a provider for the new website.

8. ANNUAL PARISH MEETING

Government legislation currently removes the need for remote meetings from 7th May 2021. The Annual Parish Meeting is provisionally set for 11th May 2021.

To Consider whether to amend the date of the Annual Parish Meeting to enable the meeting to be hosted virtually.

To Consider the format of the Annual Parish Meeting.

9. ASHER RECREATION GROUND

A request to purchase a portion of Asher Recreation Ground has been received from the owner of a property backing on to the ground – attached as Appendix 8.

Information on the ownership history of Asher Recreation Ground is attached as Appendix 9.

To Consider the request to purchase a portion of Asher Recreation Ground.

10. EXCLUSION OF PRESS AND PUBLIC

To Resolve that pursuant to Section 100 of the Local Government Act 1972, members of the press and public be excluded from the meeting during consideration of the following items.

11. STAFFING