



Mrs Marcia Milsom
Clerk of the Council

23rd June 2021

In accordance with the Schedule of Delegation approved by the Parish Council on 4th May 2021, the Clerk is required to exercise delegated power in consultation with the members of the Council to make decisions on the items specified in the agenda below.

There will be an Advisory Discussion Meeting of the **Staffing and Strategy Committee** of Winkfield Parish Council to be held virtually via Zoom on **Tuesday 29th June 2021** at 7.30pm via the following link: <https://us02web.zoom.us/j/82857183038> .

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.

Yours sincerely

Marcia Milsom

Clerk of the Council

A G E N D A

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 23rd February 2021 which have been ratified at Council (copy attached).

4. POLICIES REVIEW

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

The Clerk has reviewed the following existing policies and prepared updated draft policies:

- i. Equality & Diversity – current policy attached at Appendix 2 and draft policy attached at Appendix 2a.
- ii. Grant Aid – current policy attached at Appendix 3 and draft policy attached at Appendix 3a.
- iii. Social Media – current policy attached at Appendix 4 and draft policy attached at Appendix 4a.

The Clerk has prepared the following new draft policy:

- i. Councillor Email Use – draft policy attached at Appendix 5.

Officer recommendation:

To agree the above draft policies and present to Full Council for ratification.

5. TERMS OF REFERENCE

Examples of Binfield Parish and Bracknell Town Council Staffing and Strategy Committee Terms of Reference were attached at Appendix 6.

A draft WPC policy was attached at Appendix 7.

Officer recommendation:

To review and agree the above draft Terms of Reference and present to Full Council for ratification.

6. 3,5,10 YEAR PLAN/RE-BRANDING

A Working Party meeting was being arranged for July 2021. The existing Three Year Plan (2017-2020) and draft 2018-2021 Plan are attached at Appendix 8. These will be reviewed at the Working Party meeting. *For noting.*

7. REVIEW OF REGULAR SUPPLIERS

Cllr Atkinson and the Assistant RFO had started work on reviewing the regular suppliers. Cllr Atkinson to give a verbal update.

8. 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.

9. STAFFING