Mrs Marcia Milsom
Clerk of the Council

20th October 2021

There will be a Meeting of the **Staffing and Strategy Committee** of Winkfield Parish Council to be held in Heron Hall, Martins Heron & The Warren Community Centre, Whitton Road, RG12 9TZ on **Tuesday 26th October 2021** at 7.30pm when it is proposed to transact the business specified in the agenda hereto.

Yours sincerely

Marcia Milsom

Clerk of the Council

This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in September 2019. All Councillors are reminded to acquaint themselves with paragraph 2 (Disorderly Conduct at Meetings).

Prior to the commencement of discussion, 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.

A G E N D A

1. APOLOGIES FOR ABSENCE

To Receive apologies for absence.

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 Advisory Discussion meeting held on 21st June 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. Data Retention & Disposal policy – there is no current policy. Draft policy attached at Appendix 2.
ii. Pre-Planning Protocol policy – current policy attached at Appendix 3 and draft policy attached at Appendix 3a.
iii. Privacy policy – current policy attached at Appendix 4 and draft policy attached at Appendix 4a.
iv. Staff Use of Mobile Phone policy – current policy attached at Appendix 5 and draft policy attached at Appendix 5a.

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

5. STANDING ORDERS

The Clerk has carried out a review of the Council's Standing Orders in conjunction with the NALC Model Standing Orders.

The NALC Model Standing Orders are attached as Appendix 6a and the WPC draft Standing Orders are attached as Appendix 6b.

These will be placed on the table at the November meeting of Council for consideration and adoption at the next meeting of Council if no further changes are requested.

To Consider any amendments to the draft Standing Orders.

6. 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.

7. 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.

8. STAFFING