Mrs Marcia Milsom
Clerk of the Council

18th January 2022

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 25th January 2022** 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 anyitems on the agenda.

3. MINUTES OF PREVIOUS MEETING

To Sign as a correct record the minutes of the meeting held on 26th October 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. It was agreed that the previous draft policy be sent to WPC's solicitors for review and an annotated policy is attached at Appendix 2. The Clerk has updated the draft policy taking comments into account – attached as Appendix 2a.

ii. Privacy policy – draft policy attached at Appendix 3. The draft policy was presented at the October meeting and forwarded to BFC for comments. BFC were unable to comment and suggested seeking independent advice. Links to BFC privacy notices displayed on its website were given - https://www.bracknell-forest.gov.uk/help/privacy-notices .

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

5. REVIEW OF REGULAR SUPPLIERS

The Clerk and Assistant RFO have carried out reviews of regular suppliers and achieved the following anticipated savings.

Supplier	Previous cost pa	New cost pa	Anticipated Saving
Initial Hygiene	1221.00	270.64	950.36
Suez	5531.16	3882.12	1649.04
Sage Payroll	1332.00	324.00	1008.00

Investigation into telephone costs, IT and alarm maintenance/servicing is ongoing.

6. EXCLUSION OF PRESS AND PUBLIC

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

7. STAFFING