



Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held virtually via Zoom
on Tuesday 23rd February 2021 from 7.30pm – 9.45pm

Those present:

Cllr N Atkinson
Cllr Mrs A Michie

Cllr Ms V Browne (*Chairman*)
Cllr G Paxton

Cllr T Blakemore
Cllr R Warren

Officers: Mrs Marcia Milsom, Clerk
In attendance: Cllrs Ms Gaw, Harvey-Brown and Mrs Griffin

SS 547 APOLOGIES FOR ABSENCE

None.

SS 548 DECLARATION OF INTEREST

None.

SS 549 MINUTES OF PREVIOUS MEETING

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

RECOMMENDED that the minutes of the meetings held on 27th October 2020 which have been ratified at Council (copies were attached) be confirmed and signed.

SS 550 POLICIES REVIEW

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

Bus Shelters Policy – current policy attached as Appendix 2 and draft policy attached at Appendix 2a.

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

RECOMMENDED that the draft Bus Shelter policy be adopted.

It was noted that some of the polycarbonate panels on the cantilever bus shelters were in poor condition. The Clerk was asked to investigate replacement panels and bring a proposal for replacement to Full Council.

Complaints – current policy attached as Appendix 3 and draft policy attached at Appendix 3a.

It was noted that point 2.6 should be amended to read 'Full Council'.

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

RECOMMENDED that with the above amendment, the draft Complaints Policy be adopted.

Anti-Harassment & Bullying Policy – example policies were attached as Appendices 4a – 4d. A draft WPC policy, based on the NALC model was attached as Appendix 4e.

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

RECOMMENDED that the draft Anti-Harassment & Bullying Policy be adopted.

SS 551 WORKING PARTIES

A list of current working parties and membership was attached as Appendix 5.

A draft generic Terms of Reference for the working parties was attached as Appendix 6.

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

RECOMMENDED that the draft generic Terms of Reference be adopted and completed by each working party at its next meeting.

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

RECOMMENDED that:

- i. the Property and Infrastructure Working Parties be merged. The remit would include all property (including any future re-building projects), recreation grounds, bus shelters, settlement signs, noticeboards and benches.
Responsibility for play equipment
- ii. The Re-Branding and 3,5,10 Year Plan Working Parties be merged.

SS 552 TERMS OF REFERENCE

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

The Clerk was asked to investigate policies from other local Councils and present to the next S&S meeting.

SS 553 WEBSITE

Quotations had been obtained for updating the WPC website to conform with the new accessibility regulations – attached as Appendix 7.

Members had reviewed a number of example websites from each provider.

It was proposed by Cllr Warren, seconded by Cllr Ms Browne and unanimously

RECOMMENDED that WPC instruct Eyelid Productions to produce a new, compliant website.

The Clerk was asked to investigate other Town & Parish Council websites to see if there were additional pages/information that could be added to the new site.

SS 554 ANNUAL PARISH MEETING

Government legislation currently removes the permission for remote meetings from 7th May 2021. The Annual Parish Meeting is provisionally set for 11th May 2021. There could still be significant health risks involved in holding a physical meeting at this time.

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

RECOMMENDED that the Annual Parish Meeting be brought forward to 27th April 2021 to allow the meeting to be held virtually.

SS 555 ASHER RECREATION GROUND

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

The Clerk had circulated the deeds and maps of the site from when it was gifted to WPC and noted that the parcel of land referred to in the residents letter had never been within the original land parcel gifted.

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

RECOMMENDED to advise the resident that no land at Asher Recreation Ground had been previously purchased and that WPC would not be willing to sell any area of the ground.

Cllr Atkinson had raised a number of queries with the Clerk and these were as follows:

S&S Committee membership – the Clerk advised that as per Standing Orders, the Committee was formed of the Chairman, Vice Chairman, Lead Leisure Member, Lead Finance Member and 4 other elected members. These elections would take place at the Annual Meeting of the Parish Council.

Three Year Plan and Re-Branding – the Clerk advised that a meeting would be arranged following the next Council meeting when the new Working Party organisation had been ratified.

New Cheque Signatories – the Clerk advised that the Assistant RFO was in the process of completing the relevant mandate instruction to add Cllrs Atkinson and Ms Browne to the HSBC account.

New Finance Software Package – the Clerk advised that the current software was used by a large proportion of Town & Parish Councils, together with similar bespoke systems such as Scribe and Edge IT. Cllr Atkinson suggested that alternative packages be investigated and would provide some information to the Clerk.

Office 365 Migration – the Clerk advised that she had not progressed this further at this time but would start investigating as soon as possible.

Review of Regular Suppliers – Cllr Atkinson suggested that as Finance Lead, he work with the Assistant RFO and put a plan together to look at how we review value for money from regular suppliers going forward. This was agreed by members.

SS 556 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Paxton, seconded by Cllr Warren 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 557 STAFFING

The current staffing structure and costs had been previously circulated to members.

The Clerk was asked to look at the Spinal Column Point ranges of staff and report to the next S&S.

The Clerk gave an update on the health status of the Head of Grounds Maintenance. The Clerk was asked to request clarification from Paul Craven on his medication and driving.

The Clerk was asked to prepare a summary of recent staff activity to present to Full Council in April.

Chairman