



Minutes of an Advisory Discussion Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held virtually via Zoom
on Tuesday 29th June 2021 from 7.30pm – 9.45pm

Those present:

Cllr N Atkinson
Cllr T Blakemore
Cllr G Paxton

Cllr G Barber
Cllr Ms M Gaw
Cllr R Warren

Cllr Ms V Browne (*Chairman*)
Cllr Mrs A Michie

Officers: Mrs Marcia Milsom, Clerk

SSA 001 APOLOGIES FOR ABSENCE

None.

SSA 002 DECLARATION OF INTEREST

None.

SSA 003 MINUTES OF PREVIOUS MEETING

It was agreed that the minutes of the meetings held on 23rd February 2021 which have been ratified at Council (copies were attached) be confirmed and signed.

SSA 004 POLICIES REVIEW

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

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

- i. Equality & Diversity – current policy was attached at Appendix 2 and a draft updated policy was attached at Appendix 2a.

It was agreed that the draft policy be presented to Full Council for ratification.

- ii. Grant Aid - current policy was attached at Appendix 3 and a draft updated policy was attached at Appendix 3a.

It was noted that point 2.1 should read 'Enhancing the quality of life of residents within the Parish'.

It was agreed that with the above amendment, the draft policy be presented to Full Council for ratification.

- iii. Social Media - current policy was attached at Appendix 4 and a draft updated policy was attached at Appendix 4a.

Point 4.1 was amended to read 'The Clerk to the Council's email address is monitored during office hours'.

A final point, 8.4 was added to read 'Councillors should not create social media posts relating to official Council business without prior approval of the Clerk and Chairman'.

It was agreed that with the above amendments, the draft policy be presented to Full Council for ratification.

The Clerk had prepared the following new draft policy:

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

The Acceptance Slip was amended to remove reference to the monitoring of Councillor email addresses.

The Clerk was asked to liaise with Telanova regarding use of Sharepoint for document storage.

It was agreed that with the above amendment, the draft policy be presented to Full Council for ratification.

SSA 005 TERMS OF REFERENCE

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

A draft WPC Staffing & Strategy Terms of Reference document was attached at Appendix 7.

It was agreed that the draft document be presented to Full Council for ratification.

SSA 006 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 were attached at Appendix 8. These would be reviewed at the Working Party meeting. **Noted.**

SSA 007 REVIEW OF REGULAR SUPPLIERS

Cllr Atkinson reported that he was working with the Assistant RFO on reviewing the regular suppliers in order of annual spend to ensure WPC is achieving value for money.

SSA 008 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Paxton, seconded by Cllr Mrs Michie 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.

SSA 009 STAFFING

The current staffing structure and costs were reviewed by members.

It was agreed that the Clerk should grant 1SCP to the two Administration Assistants from September 2021 which would bring their scales in line with the grounds workers.

The Clerk advised that she would be reviewing working practices and roles over the next few months to improve efficiency.

Chairman