



Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held on
Tuesday 26th October 2021 from 7.30pm – 9.06pm

Those present:

Cllr N Atkinson
Cllr Ms V Browne
Cllr G Paxton

Cllr G Barber
Cllr Ms M Gaw
Cllr R Warren

Cllr Ms E Blyth (Chairman)
Cllr Mrs A Michie

Officers: Mrs Marcia Milsom, Clerk

SS 558 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Blakemore.

SS 559 DECLARATION OF INTEREST

None.

SS 560 MINUTES OF PREVIOUS MEETING

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

RECOMMENDED that the minutes of the Advisory Discussion meeting held on 21st June 2021 which have been ratified at Council (copies were attached) be confirmed and signed.

Cllr Ms Gaw joined the meeting at 7.38pm.

SS 561 POLICIES REVIEW

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

- i. Data Retention Policy – a draft policy was attached as Appendix 2.

The Clerk was asked to make some amendments and bring a revised draft to the next S&S meeting. The Clerk would send the draft policy to all members for suggestions of any amendments/additions/deletions.

- ii. Pre-Planning Protocol Policy – the current policy attached as Appendix 3a and a draft policy was attached at Appendix 3a.

The policy was amended to read “ ... developers and/or their representatives” throughout.

An additional item (1.5) was added that a statement be added to the planning agenda to read “If you wish to speak on a planning application being discussed at

this meeting, please inform the Clerk no later than midday on the previous working day before the meeting". If any notice is received, officers will inform the Councillors of the relevant ward.

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

RECOMMENDED that with the above amendments, the draft Pre-Planning Protocol Policy be adopted.

- iii. Privacy Policy – the current policy was attached as Appendix 4a and a draft policy was attached as Appendix 4b.

The Clerk was asked to ask the BFC solicitor to review the document and bring a revised draft to the next S&S meeting. The Clerk would also check whether it was reasonable to request written permission from individuals for the use of photo's for marketing.

- iv. Staff Use of Mobile Phone Policy – the current policy was attached as Appendix 5a and a draft policy was attached as Appendix 5b.

The Clerk was asked to update the wording to read 'mobile phones' and 'general social media use'.

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

RECOMMENDED that with the above amendments, the draft Staff Use of Mobile Phone policy be adopted.

SS 562 STANDING ORDERS

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

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

The draft Standing Orders would be placed on the table at the November meeting of Council for consideration and adoption at the next meeting of Council if no changes were requested.

The Clerk was asked to highlight the differences between the current WPC Standing Orders and the draft Standing Orders before it was sent to Councillors with the November agenda.

It was noted that there was no requirement for members to stand when speaking and this statement should be removed.

SS 563 REVIEW OF REGULAR SUPPLIERS

Cllr Atkinson and the Assistant RFO had started work on reviewing the regular suppliers.

Cllr Atkinson advised that the waste collection service had been reviewed and savings made and that the washroom hygiene contracts were under review.

The Clerk and Assistant RFO were asked to work with Cllr Atkinson on reviewing the IT, telephone/broadband and alarm provisions.

SS 564 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Mrs Michie, seconded by Cllr Ms Browne 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 565 STAFFING

- i. The current staffing structure and costs had been previously circulated to members. **Noted.**
- ii. The Clerk gave an update on the current working arrangements of the Head of Grounds Maintenance & Facilities. **Noted.**
- iii. The Clerk and Paul Craven had met with Ian Evans – BTC Recreational Facilities Manager to discuss working practices and potential future joint working ideas. **Noted.**
- iv. The current working arrangements of the grounds team was discussed. It was agreed that no changes would be made at this time.
- v. The Clerk noted that there was £25,000 in the 2021/22 budget set aside for additional grounds team staff. It was agreed that no additional staff would be recruited at this time.
- vi. Following the long-term closure of the cabin during the coronavirus pandemic, all casual staff except one left WPC employment. In previous years, WPC had employed a Cabin Supervisor on a fixed term 6 month contract for 5 hours per week, April – September to deal with rota's, stock checking and ordering. The Clerk and Assistant RFO spent a substantial amount of time during the summer arrange training, rota's, checking stock levels and ordering,

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

RECOMMENDED that a new Cabin Supervisor be recruited for 5 hours per week on a 6 month fixed term contract (April 22 – September 22) at SCP 11 to deal with rota's, stock checking and ordering in conjunction with the Clerk/Assistant RFO. Any additional hours worked in the cabin would be paid at the same rate as the other casual staff (SCP 7).