



DRAFT - Minutes of the Staffing Committee of Winkfield Parish Council

held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 22 September 2026, 7.30pm

Councillors present:

Cllr G Barber Cllr K Buchler Cllr O Lake Cllr G Paxton
Cllr R Warren

Councillors absent: Cllr T Blakemore, Cllr E Blyth, Cllr C Dudley

Officer: Helen Wallace, Clerk

1. (SM 26:9/1) WELCOME FROM THE CHAIR

Cllr Paxton chaired the meeting and welcomed those present.

2. (SM 26:9/2) PUBLIC PARTICIPATION

None

3. (SM 26:9/3) APOLOGIES FOR ABSENCE

Apologies were received from Cllr Blakemore, Cllr Blyth and Cllr Dudley.

4. (SM 26:9/4) DECLARATIONS OF INTEREST

None

5. (SM 26:9/5) MINUTES OF THE PREVIOUS MEETING

It was proposed by Cllr Paxton, seconded by Cllr Barber and with 2 abstentions

RESOLVED that the Minutes of the meeting held on 16 June 2026 be approved and signed as a true record.

6. (SM 26:9/6) POLICIES REVIEW

- i. Whistleblowing – the Clerk summarised the changes made and it was proposed by Cllr Warren, seconded by Cllr Paxton and **RESOLVED** to recommend to council for adoption.

7. (SM 26:9/7) TRAINING & CONTINUAL PROFESSIONAL DEVELOPMENT

Since the last meeting, the following training / CPD has been carried out by various staff members as appropriate to their role:

Playground Inspections, First Aid, CDM, GDPR, FiLCA, Asbestos Awareness, VAT.

The Clerk has completed CiLCA is booked on the national SLCC conference and is attending a Community Engagement webinar and additional GDPR training with a view to providing a briefing to Councillors at a later date in support of Assertion 10.

Mandatory training for Legionella, Manual Handling and Fire Safety for various in the team is in the process of being arranged.

Several team members have engaged in new CPD ideas – **noted**

8. (SM 26:9/8) STAFF ABSENCE REPORTING

The Clerk presented information regarding the new absence reporting system “Absentify,” which will be implemented from 1 October. - **noted**

9. (SM 26:9/9) EXCLUSION OF PRESS AND PUBLIC

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

RESOLVED to exclude press and public for consideration of item **10.**

APPRAISALS

10. (SM 26:9/10) APPRAISALS

In closed session the committee discussed some minor operational changes being made as a result of two interim appraisals recently carried out.

The meeting closed at 8.00pm

Chair _____