

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Council on Monday 16 April 2018 in the John Heggadon meeting room, commencing 19.30 hrs.

Mrs. S E Roberts, Clerk
10 April 2018

Members: Cllrs N Boyer, I Clarke, P Emmet, G Gray, A Grimes, G Hewett, C Hughes, P Hughes(Ch), L James, D Lias, I Montgomery, D Peer, J Reid.

Agenda

1. **Public Questions**
To receive and consider public questions
2. **Apologies and declarations of members' interests**
 - 2.1 To receive and consider members' apologies for absence
 - 2.2 To receive and consider declarations of members' interests
 - 2.3 To receive changes to members' declarations of pecuniary interests
3. **Minutes of Meeting on 12 March 2018**
 - 3.1 To approve the minutes of the council meeting on 12 March 2018 as a correct record of the meeting (enclosed)
 - 3.2 To consider matters arising from the council meeting on 12 March 2018
4. **Reports**
 - 4.1 Chairman's report
 - 4.2 Borough Councillors' reports
 - 4.3 Committee reports
 - Planning and Highways Committee 15 March 2018 (draft minutes attached), 12 April 2018 (to follow)
 - Communications and Policies Committee 19 March 2018 (draft minutes attached) including proposals to **RESOLVE** to recommend to full council:
 - i. to adopt an Email policy for the council (attached)
 - ii. to adopt a Document Retention policy for the council (attached)

- Development Board 22 March 2018 (draft minutes attached),
 - Recreation and Amenities Committee 26 March 2018 (draft minutes attached)
- 4.4 Reports from outside bodies, to include:
- Arborfield, Barkham, Shinfield and Swallowfield Parishes Community Forum (formerly Shinfield and Swallowfield NAG) 14 March 2018
 - Borough-Parish Liaison Forum 26 March 2018 (minutes attached)
- 4.5 Clerk's report

5 Invoices for Payment

- 5.1 To consider and **RESOLVE** payment of invoices for March and April 2018, including March 2018 salaries. (List attached)

6. Correspondence

To receive and consider any items of correspondence, to include:

7 EXCLUSION OF THE PUBLIC AND PRESS

To **RESOLVE** that, in view of the confidential nature of the business about to be transacted in relation to personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 8 and 9 on the agenda.

8 Council Workforce Planning

- 8.1 To consider the recommendations of the Staffing Committee for the council's future staffing structure (to be tabled), and to **RESOLVE**:
- 8.2 To approve the council's proposed new staffing structure for the next municipal year
- 8.3 For the proposed new posts in the staffing structure, to agree that
- In terms of pension arrangements, membership of the Royal County of Berkshire Local Government Pension Scheme should not be offered to new employees, but instead via parish council enrolment in the NEST pension scheme;
 - salaries for the new posts should be at market rate

9. Shinfield Community Centre

- 9.1 To receive a verbal update on the new Community Centre
- 9.2 To **RESOLVE** accordingly

10. Date of next meeting

Monday 21 May 2018, 19.30 hrs: Annual Meeting of the Council, followed by Ordinary Council Meeting at 20.00 hrs