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| Minutes Approved on: |  |
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Clerk: Mr M. Balbini  
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## DRAFT

### Minutes of a meeting of the Communications and Policies Committee held on Thursday 11 November at School Green Centre, commencing at 18:00 hrs.

Present: Cllrs A Grimes (Ch), I Montgomery, D Peer  
Attending: M Balbini (Clerk), Kouy Young (Deputy Clerk)

|           |                                                                                                                                                                                                                                                                                                           |
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| 21/CPC/17 | <b>Public Questions</b><br>There were no public questions.                                                                                                                                                                                                                                                |
| 21/CPC/18 | <b>Apologies and declarations of members' interests</b><br><br>18.1 Apologies were received from Cllr. Brown, Boyer and McDowell<br><br>18.2 There were no declarations of members' interests.                                                                                                            |
| 21/CPC/19 | <b>Minutes of the previous meeting</b><br><br>The minutes of the previous meeting of 14 October 2021 were <b>AGREED</b> as a correct record of the meeting and signed by Cllr Grimes.<br><br>Proposed: Cllr. Peer                      Seconder: Cllr. Montgomery                      Unanimously agreed |
| 21/CPC/20 | <b>20.1 Actions</b><br><br><u>6.2 Clerk to present a communications plan at the next meeting to inform discussions on how to move forward.</u><br>This item was noted as ongoing.                                                                                                                         |
|           | <u>7.2 Deputy Clerk to produce a workplan detailing the policy review schedule to include a list of all existing policies and detailing the policies been reviewed to date.</u><br>The Clerk confirmed that this item was now complete.                                                                   |
|           | <u>7.4 Clerk/Cllr Grimes/Cllr Montgomery to produce a log of which houses had received newsletters hand delivered by councillors.</u><br>The Clerk undertook to check details using Google. This item was noted as ongoing.                                                                               |
|           | <u>7.5 Invite to residents to receive the newsletter electronically would be included in all future newsletters.</u><br>This item was noted as complete.                                                                                                                                                  |

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|           | 7.6 <u>Clerk to research methods used by other parish councils to engage new residents</u><br>The Clerk confirmed that other parish councils were using the same methods as SPC to communicate with members and undertook to contact sales directors of local developments to request that they include details of SPC in their sales details. |
|           | 7.7 <u>SPC website to include a welcome page for new residents, containing information and links to resources, and offer residents the opportunity to sign up to the SPC newsletter.</u><br>This item was noted as complete.                                                                                                                   |
|           | 15.1.3 <u>Disciplinary and Grievance policy to be sent back to HR advisers and returned to committee for approval once checked.</u><br>This item was noted as ongoing.                                                                                                                                                                         |
|           | 15.2.4 <u>GDPR policy to be reviewed within next seven days and recirculated to members for comment.</u><br>This item was noted as ongoing.                                                                                                                                                                                                    |
|           | 15.4 <u>Policies to be prioritised for review</u><br>This item was noted as ongoing.                                                                                                                                                                                                                                                           |
|           |                                                                                                                                                                                                                                                                                                                                                |
|           | <b>20.2 Matters Arising</b>                                                                                                                                                                                                                                                                                                                    |
|           | There were no other matters arising.                                                                                                                                                                                                                                                                                                           |
| 21/CPC/21 | <b>Communications</b>                                                                                                                                                                                                                                                                                                                          |
|           | <b>20.1 Cratus Update</b>                                                                                                                                                                                                                                                                                                                      |
|           | The Clerk undertook to discuss the position with Cratus with Cllr Boyer and provide a report for the next meeting.                                                                                                                                                                                                                             |
|           |                                                                                                                                                                                                                                                                                                                                                |
| 21/CPC/21 | <b>Policies</b>                                                                                                                                                                                                                                                                                                                                |
|           |                                                                                                                                                                                                                                                                                                                                                |
|           | 21.1 It was <b>AGREED</b> that the Travel policy and Disciplinary and Grievance policy would be added to the agenda for review at the next meeting.                                                                                                                                                                                            |
|           | 21.2 It was <b>AGREED</b> that Data Protection Policy requirements would be added to the GDPR policy. In addition the following sentence and required text was to be added "The practical implementation of the policy is to be referenced in the document to enable the staff to operate the policy"                                          |
|           |                                                                                                                                                                                                                                                                                                                                                |
| 21/CPC/22 | <b>Next meeting Date: TBC</b>                                                                                                                                                                                                                                                                                                                  |

**The meeting ended at 21:50**

| Ref    | Action                                                                                                                     | Action by               |
|--------|----------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 6.2    | Clerk to present a communications plan at the next meeting to inform discussions on how to move forward.                   | Clerk                   |
| 7.4    | Clerk/Cllr Grimes/Cllr Montgomery to produce a log of which houses had received newsletters hand delivered by councillors. | Clerk/Grimes/Montgomery |
| 15.1.3 | Disciplinary and Grievance policy to be sent back to HR advisers and returned to committee for approval once checked.      | Deputy Clerk            |

|        |                                                                                                                                                                                                                                                                 |                    |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 15.2.4 | GDPR policy to be reviewed within next seven days and recirculated to members for comment.                                                                                                                                                                      | Deputy Clerk       |
| 15.4   | Policies to be prioritised for review                                                                                                                                                                                                                           | Deputy Clerk/Clerk |
| 20.1   | Clerk to discuss the position with Cratus with Cllr Boyer and provide a report for the next meeting.                                                                                                                                                            | Clerk/Cllr Boyer   |
| 21.1   | Travel policy and Disciplinary and Grievance policy be added to the agenda for review at the next meeting                                                                                                                                                       | Clerk              |
| 21.1   | Data Protection Policy requirements to be added to the GDPR policy. In addition the following sentence and required text to be added "The practical implementation of the policy is to be referenced in the document to enable the staff to operate the policy" | Clerk/Deputy Clerk |