

Minutes Approved on:	
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DRAFT

Minutes of a meeting of the Communications and Policies Committee held on Thursday 14 October at Spencers Wood Pavilion, commencing at 17:30 hrs.

Present: Cllrs E Brown, A Grimes (Ch), M McDowell, I Montgomery

Attending: M Balbini (Clerk), J Skidmore (Committee Secretary), Kouy Young (Deputy Clerk)

21/CPC/10 Public Questions

There were no public questions.

21/CPC/11 Apologies and declarations of members' interests

11.1 Apologies were received from Cllr. Boyer and Cllr Peer.

11.2 There were no declarations of members' interests.

21/CPC/12 Minutes of the previous meeting

The minutes of the previous meeting of 2 September 2021 were **AGREED** as a correct record of the meeting and signed by Cllr Grimes.

Proposed: Cllr. Brown

Seconder: Cllr. Montgomery

Unanimously agreed

21/CPC/13 13.1 Actions

6.2 Clerk to present a communications plan at the next meeting to inform discussions on how to move forward.

This item was noted as ongoing.

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.

The Deputy Clerk confirmed that this was ongoing.

7.4 Clerk/Cllr Grimes/Cllr Montgomery to produce a log of which houses had received newsletters hand delivered by councillors.

The Clerk undertook to check details using Google.

7.5 Invite to residents to receive the newsletter electronically would be included in all future newsletters.

The Clerk confirmed that his would be in the next newsletter.

7.6 Clerk to research methods used by other parish councils to engage new residents

The Clerk noted that parish councils used different methods to engage residents but that engaging via post in the first instance appeared to be the most effective and direct e-mailing where GDPR allowed. He undertook to engage with the larger parish councils to discuss the matter further.

7.7 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.

The Deputy Clerk confirmed that SPC staff were working on the optimal way to present the information on the website and undertook to check that there was a link to Reading Buses on the SPC website.

13.2 Matters Arising

There were no other matters arising.

21/CPC/14

Communications

14.1 Cratus Update

14.1.1 The Clerk gave an overview of recent discussions with Cratus. In part this had focused on the SPC newsletter which it was agreed was reaching more people now that it was being distributed by the Post Office.

14.1.2 The Clerk also noted that Cratus had provided ideas for the opening of the new community centre. A proposal would be made to Full Council to hold two events. The first would be a formal ribbon cutting event to be carried out by the vice chancellor of UoR with a small number of invited guests present. The second would be for a larger audience offering residents the opportunity to see the new centre and would include display stands from local organisations and catering. Dates for both events were yet to be scheduled. It was suggested that this opportunity should be used to invite residents to complete a survey asking questions about facilities in the parish and the role of the parish council.

14.1.3 The Deputy Clerk noted that she had tasked front of house staff to produce a mechanism to receive feedback from residents on the community centre and service levels.

14.2 Room Hire

14.2.1 The Deputy Clerk confirmed that room hire at Spencers Wood Pavilion was buoyant and that there was a waiting list for hiring the rooms at the new community centre even though people hadn't yet viewed them.

14.2.2 The youth club had reopened at Spencers Wood Pavilion and was attracting good numbers. It was suggested that the pavilion at Millworth Lane may be a useful location for a second club if numbers became excessive.

14.3 Newsletters

It was **AGREED** that newsletters should be produced six times a year and that a framework for content should be created. It was suggested that this would include:

1. A feature on an external local group
2. An update from one committee
3. A good news story
4. A topical item.

The group were reminded that SPC was apolitical.

14.4 Communication Policy

This item was noted as ongoing.

21/CPC/15

Policies

15.1 Disciplinary and Grievance Policy

15.1.1 The Deputy Clerk confirmed that she had reviewed the Disciplinary and Grievance policy and that SPC's HR consultants had approved it.

15.1.2 Members discussed the policy in detail agreeing some changes which were adopted during the meeting by the Deputy Clerk. These related to:

- The appeal process, which it was agreed should be conducted by the Chair of the Staffing Committee with one other member of the staffing committee.
- Provision of a written record of the hearing.
- Removing authority of the panel to increase any penalty issued.

15.1.3 It was **PROPOSED** that the report as edited would be resubmitted to the HR advisers for comment and be brought back to the Communications and Policies committee for approval.

Proposed: Cllr. McDowell Seconded: Cllr. Brown Unanimously Agreed

15.2 GDPR Policy

15.2.1 The Deputy Clerk noted that SPC had paid consultants for advice on the GDPR policy.

15.2.2 It was confirmed that SPC was not legally obliged to employ a nominated data protection officer and that WBC's Data Protection Officer was able to provide advice if needed.

15.2.3 Members discussed the policy and agreed some changes to wording which were made by the Deputy Clerk.

15.2.4 It was **PROPOSED** that the GDPR policy was reviewed further within next seven days and recirculated to members for comment prior to the next meeting.

Proposed: Cllr. Brown Seconded: Cllr. McDowell Unanimously Agreed.

15.3 It was confirmed that the GDPR policy would allow a sufficient flow of information to be available to members to enable decisions to be made in relation to room hire.

15.4 It was **AGREED** that the Deputy Clerk and Clerk would assess the list of policies for review and prioritise them.

21/CPC/16

Next meeting Date: 10 November 2021 at SPC Community Centre at 18:00

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
7.2	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.	Deputy 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
7.5	Invite to residents to receive the newsletter electronically would be included in all future newsletters.	Clerk
7.6	Clerk to research methods used by other parish councils to engage new residents	Clerk
7.7	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.	Clerk
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