

P 06/20 TO RECEIVE ANY UPDATES FROM THE MINUTES OF THE LAST MEETING

No matters were raised

P 07/20 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public attended the meeting.

P 08/20 TO CONSIDER AND RECOMMEND TO THE FULL COUNCIL A PROPOSED AMENDMENT TO THE COMMUNICATION AND SOCIAL MEDIA POLICY. A CLAUSE TO BE ADDED THAT CHAIR'S OR VICE CHAIRS OF COMMITTEES WILL BE AUTHORISED TO REPRESENT THE PARISH COUNCIL AT MEETINGS WITH THE CLERK, AS REQUIRED, AND FEEDBACK TO THE FULL COUNCIL.

It was resolved to add a clause to the Parish Councils communication and social media policy to set a process when a representative is required to attend external meeting.

It resolved to recommend to the Full Parish Council that a clause is added to the communication and social media policy to cover the process for Councillors to represent the Parish Council at external meetings, proposed by Cllr Rob Veck, seconded by Cllr Richard Izard and carried.

P 09/19 TO REVIEW THE COMMITTEES TERMS OF REFERENCE AND RECOMMEND THEM TO THE PARISH COUNCIL FOR ADOPTION

It was resolved to add a section into the Policy, Procedures and Staffing Committee in relation to clarification of delegated authority in relation to the management of staff. This was recommended to the Full Parish Council for adoption, proposed by Cllr Maggie Hill, seconded by Cllr Laurence Wilks and carried.

P 10/19 TO CONSIDER WHETHER THE PARISH COUNCIL SHOULD DEVELOP THE FOLLOWING POLICIES

- **DEATH OF A SENIOR PUBLIC FIGURE POLICY**
- **REMEMBRANCE ACTIVITY POLICY**

It was agreed that the Committee felt that it was more appropriate for Winchester City Council to follow protocols in relation to death of a senior public figure in terms of flag lowering and condolence books. The committee felt that it was not appropriate for the Parish Council to develop a policy and to allow Winchester City Council to manage any appropriate response.

The Parish Council already mark remembrance Sunday. The Chair or Vice Chair of the Council attend the village remembrance church service and lay a wreath. The Parish Council also donate to The Royal British Legion. It was felt that this process should continue and the Committee would not be recommending any changes or new policies.

P 11/19 AGREE THE AGENDA ITEMS FOR THE NEXT MEETING IN ADDITION TO PROPOSED ITEMS BELOW

- TREE PLANTING POLICY
- MEMORIAL BENCH POLICY
- GDPR POLICY
- EMERGENCY PLANNING

In addition to preparing the above policies, specific policies will be developed by the Clerk in relation to emergency plans for power cuts and flooding.

P 12/20 *The meeting to close to members so the public as the business being discussed is a review of the Parish Councils employment contracts which is of a confidential nature.*

P 13/20	<u>TO CONSIDER THE PARISH COUNCILS STAFFING STRUCTURE DURING THE COVID-19 PANDEMIC IN RELATION TO CONSIDERATION OF FURLOUGHING OF STAFF.</u>	
The Committee discussed furloughing Parish Council staff, and it was agreed to furlough the caretaker for Colden Common Park due to loss of revenue and lack of work due to the closure of the pavilion during the current pandemic.		

P 14/20	<u>TO DISCUSS REVIEW AND MAKE RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ANY CONTRACTUAL AND NON-CONTRACTUAL CHANGES TO REMUNERATION IN EMPLOYMENT CONTRACTS FROM 1ST APRIL 2020</u>	
The Committee discussed terms of employment for all staff in relation remuneration the detail of which is contained in a confidential minutes.		