



Agenda Item – Part I		Actions
OP24/2019	Attendance: Cllr Jacklin (Chairman), Cllr Buxton, Cllr Booth In Attendance: R Davies (Clerk and RFO)	
OP25/2019	The committee reviewed and approved the minutes of the 3 September 2019. Actions arising from the minutes were as follows: <ul style="list-style-type: none"> • Confirmation of the Case Law as referred to in the Media Policy • A-CB confirmed that CIL had been raised by her in her capacity as Chairman of DALC at a recent meeting with the new Leader of RBWM • A report on the library structure and viability of providing a property to be provided • New dates for the council training to be agreed 	A-CB RD with JC RD then Council
OP26/2019	As no members of the public were present, the Chairman moved on with the agenda.	
OP27/2019	Council Procedures and Policies The committee reviewed the proposed procedures and policies and resolved the following: <ul style="list-style-type: none"> • Complaints Procedure – amends would be made to bring in line with the model procedure and brought to council in January for approval • Vexatious Behaviour Policy – to be brought to council in January for approval • Lone Worker Policy – to be brought to council in January for approval 	YJ
OP28/2019	Review of information provided in NALC LTN 22 The committee reviewed the legal topic note. It was resolved that RBWM as Monitoring Officer provision would be requested to provide a response and confirmation of the impact on the council procedures in place YJ offered to produce a flowchart for handling Complaints and grievances for the next Ops meeting	RD to request YJ
OP29/2019	Managing Trustee requirement for Sunningdale Village Hall The committee reviewed the notes from the latest meeting and noted the actions which had been itemised to be completed by 1 st January 2020. The committee confirmed that Terms of Reference for the Charity Management Committee needed to be drawn up and requested RD provided draft terms for the next Operations Meeting.	RD
OP30/2019	Other items RD updated the committee on the confirmed hire of Stephen Dyer as Facilities Manager to start in January 2020.	
OP31/2019	The date of the next meeting is to be confirmed for January due to actions	

The chairman closed Part I of the meeting and as no members of the public were present, proceeded with the Part II closed session.