



Agenda Item – Part I		Actions
OP14/2019	Attendance: Cllr Jacklin (Chairman), Cllr Buxton, Cllr Booth In Attendance: Cllr Chester, Avril Heaney (RBWM), R Davies (Clerk and RFO) Apologies received: Andy Jeffs (RBWM), Angela Huisman (RBWM)	
O15/2019	The committee reviewed and approved the informal minutes of the 4 June 2019. Actions arising from the minutes were as follows: <ul style="list-style-type: none"> • Cllr Buxton is still waiting on a date for a Sunningdale Traders meeting – CF action • Confirmation of case law as referred to in the Media Policy is being sought from the RBWM Monitoring officer • Lone Worker policy is on hold until other items are dealt with • CIL requirement for meeting with Duncan Sharkey is on hold whilst the new officer Chris Joyce has time to make progress on CIL reporting to parishes and the interim payment being received. Cllr Buxton confirmed this was raised through DALC to Cllr Dudley 	Cllr Buxton
OP16/2019	As no members of the public were present, the Chairman moved on with the agenda.	
OP17/2019	Library Provision for Sunningdale With the apologies sent by Andy Jeffs due to illness just before the meeting, it was not possible to review any costings associated with the proposed scheme. The Chairman thanked Avril Heaney for attending and her confirmation of the services that would be possible to provide within the new library provision. After discussion the committee resolved to prepare a scoping document which would then be shared with Andy Jeffs to gain associated costings prior to bringing to council.	Cllr Chester R Davies (Clerk)
OP18/2019	Community Infrastructure Levy The committee received the CIL liable planning spreadsheet as maintained by the Clerk and were updated on the 3-column proposed reporting structure of: CIL not yet invoiced by RBWM; CIL invoiced by RBWM but not yet paid to parishes: CIL paid to parishes. Chris Joyce is working with the Clerk’s Forum to bring forward suitable reports on CIL for the parishes.	
OP19/2019	Council Training Training has been confirmed as follows: Tuesday 3 rd December – 6:30 – 9pm delivered by Kim Bedford (CILCA trainer and Council Auditor) on law, best practice, aims of the Council in understanding the community and delivering in a timely, well-resourced way Date to be confirmed – 6:30 – 9pm delivered by Roger Taylor (Solicitor specialising in Parish Councils and SLCC trainer on Charitable Law) on Council as a charity managing trustee The committee resolved that attendance at these training events should be mandatory and only pre-booked holidays would be accepted as apologies. The dates would be brought forward at the council meeting on the 10 th September 2019.	R Davies (Clerk)
OP20/2019	Managing Trustee requirement for Sunningdale Village Hall The committee were updated by Wellers Law, the solicitors instructed by the council and the charity that they were still waiting the response from the Charities Commission. However, they would chase this due to the return of the charity employees after the summer break on the 9 th September.	

	It was agreed that once this notification had been received, a formal date for handover would be set and the existing charity trustees would prepare a full handover. So that council was kept abreast of the planning and options, the Clerk was requested to prepare a briefing document for council to include the management options; interim actions and indicative timeline.	R Davies (Clerk)
OP21/2019	There were no other items brought forward	
	Date of the next scheduled meeting – 10 th December 2019 – to be updated on the meeting schedule	Clerk

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