



Minutes of the Operations Committee Meeting Tuesday 12 January 2021

Via Zoom commencing at 11am

OP41 /20 Attendance and Apologies for Absence

Attendance: Cllr Jacklin (Chairman), Cllr Buxton, Cllr Booth

In Attendance: R Davies (Clerk and RFO)

OP42 /20 To approve the minutes of the 1 December 20

The committee reviewed and **resolved to approve** the minutes of the meeting 1 December 2020 with type edits as notified. These will be signed by the Chairman of the Committee in due course.

Matters Arising:

The residents' survey work is continuing however mindful of the current national lockdown, the team are constantly reviewing when would be appropriate to send out the survey. Currently this is looking to be around April May time.

The transfer of the maintenance of the graveyard at Holy Trinity is being processed with RBWM and will involve a detailed handover plan with considers the work, condition, and requirements prior to SPC taking over. Once this plan is drawn up, the Clerk will share with the committee and council.

Cllr Booth noted the grave for Freddie West VC was in poor condition. The Clerk confirmed this would be added to the list to review prior to handover.

OP43 /20 Public Adjournment

There were no members of the public present, therefore the Chairman moved onto the next agenda point.

OP44 /20 Council Documentation Review Proposal

The Committee received a proposal prepared by Cllr Jacklin for a process to review the council documentation over the months prior to the May 2021 Annual Council meeting. The committee **resolved** to propose this to council with the following actions:

ACTION: The Clerk to review the updated Standing Orders and Code of Conduct incorporating any changes to be reviewed by the committee

ACTION: The council business plan should be revised and include input from all committees, working groups and council representatives of the actions and outcomes specific to their areas of responsibility. This would allow for the Business Plan to be an active plan, which was reviewed and updated annually as the committees were convened. Cllr Jacklin to co-ordinate this work alongside the review of the committee structure

The committee reviewed and **resolved** to approve the Request for Information document on reviewing the committee structures and terms of reference.

OP45 /20 COVID-19

The Clerk updated the committee on the working arrangements of the council team. All employees are now home based during the National Lockdown and visits to the office are for specific and essential reasons only. The team are actively ensuring they visit the office independently from each other and are keeping in contact via online platforms.

The Clerk has issued a Working from Home form to all employees, ensuring that they have the correct environment and equipment to enable their day-to-day requirements.

The recreation car park has been limited to encourage fewer visitors to the park from outside the village area, and a banner is now displayed on the tennis fence to promote "Staying Local".

ACTION: The Clerk to place this banner on the website where the information is currently on the rules for visiting the playgrounds

OP46 / 20 Information Sharing

Cllr Buxton confirmed that training information had been received from HALC, and she would follow this up to confirm the exact content and available dates.

Cllr Jacklin updated the committee on the new Councillors Code of Conduct prepared by the LGA which was written in the first person.

ACTION: The Clerk to share the document with the committee

Cllr Jacklin enquired if any information had been received regarding the May 2021 elections. The Clerk confirmed that NALC were in discussion with the government on this, however no decision had been made.

Cllr Jacklin suggested that the council could look at Zoom Surgeries. Cllr Buxton agreed that she fully supported surgeries and was disappointed that they had ceased due to lack of interest. The committee agreed to review these and propose dates to be advertised.

Cllr Buxton raised the issue of Sunningdale Park and the piling work that is taking place. It was agreed that contact should be made with the developers for a schedule of works.

ACTION: The Clerk to confirm a contact with Berkley / Audley for the site management ongoing

OP47 /20 Date of the next meeting

The date of the next meeting on the annual schedule is 6 April 2021, however the committee felt an additional meeting was required and confirmed this as Tuesday 16 was confirmed as 12 January 2021 at 10:30am

The Chairman closed PART I of the meeting at 12:05pm