



Minutes of the Operations Committee Meeting Tuesday 6 April 2021

Via Zoom commencing at 11am

OP64 / 2020 Attendance and Apologies

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

In Attendance: R Davies (Clerk and RFO)

There were no members of the public present.

There were no declarations of interest.

OP65 / 2020 To approve the minutes of the meeting 16 February 2021.

The committee reviewed the minutes of the meeting of 16 February 2021.

RESOLVED: To **approve** the minutes with a typo error amended.

Matters Arising:

The committee discussed the information given in the recent council training on “matters arising” being part of a meeting agenda.

RESOLVED: That “Matters Arising” be changed to, “Chairman’s updates on actions not covered on the Agenda” on all subsequent council and committee agendas.

The committee discussed the council training received and **noted** the positive feedback in the difficult circumstances of zoom training sessions. Annual training for council would be reviewed, and a proposed schedule provided in the coming months.

OP66 / 2020 Public

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

OP67 / 2020 Business from previous meetings

The committee received a verbal update on the operational delivery of the Communications Survey and **noted** that work continued with the intention of a draft survey being presented for approval at council at one of the upcoming meetings in April or May.

The committee received a verbal update on the transfer of maintenance service for Holy Trinity graveyard and **noted** that the maintenance work would commence on Thursday 8 April and would be carried out all Thursdays throughout the season. Also, that RBWM contractors had not complied with the agreement made between SPC and RBWM to provide 2 cuts in the month of March.

The committee received a verbal update on the recruitment for the Deputy Clerk and **noted** the large number of applicants from Indeed. Unfortunately, no applicant had completed the necessary application form which was indicated as mandatory on the job advert. The vacancy has also been on the council website, HALC and the Clerk will now look at other areas and methods of advertisement in the next 4 weeks.

OP68 / 2020 Council Documentation Review

The committee received and reviewed the proposed amendments to the Standing Orders and Code of Conduct.

RESOLVED: Cllr Jacklin and the Clerk to make the further amends as discussed in the meeting and prepare the document for review and approval at the council meeting on the 13 April 2021.

The committee reviewed the proposed structure of committees and discussed the options open to the council in structuring its committees and representatives.

RESOLVED: Cllr Jacklin to make the further amends as discussed in the meeting and prepare the document for review and comment at the council meeting on the 13 April 2021.

ACTION: The clerk to chase Croner HR for a personnel policy review date and to make the updates to the remaining council policies and send out for review.

OP69 / 2020 Council Business Plan

The committee received and reviewed the proposal from Cllr Jacklin and the working group for the process by which the emerging business plan for 2021 to 2026 would be developed and approved by council.

RESOLVED: The Business plan process to be brought to council on the 13 April for approval.

OP70 / 2020 Community Infrastructure Levy

The committee reviewed the process documentation provided for allocating funds, projects and requests from local stakeholders and discussed the way in which this could be brought together to form a Policy for CIL.

RESOLVED: Cllr Jacklin to combine the CIL documents into a policy to present to council 13 April 2021.

OP71 / 2020 Council meeting dates and Protocols for 2021 2022

The committee reviewed the proposed dates for council meetings for 2021 2022 and the meeting protocols to be followed. The committee also **noted** that the information available on the 6 April 2021 may change before the expiration date of 7 May 2021, however agreed that a plan and protocol needed to be approved by council prior to the current legislation ending. The committee reviewed the option of hybrid meetings and removed this due to the complexity of delivery.

RESOLVED: Cllr Buxton to bring the Dates and Protocol to council 13 April 2021.

OP72 / 2020 RBWM Library Consultation

The committee reviewed the implications for the provision of library services in Sunningdale and **noted** the information on the options available to the council.

ACTION: The clerk to simplify the documents into a 3-page paper for review at council 13 April 2021.

RESOLVED: Cllr Buxton to bring this to the council on the 13 April 2021 to ensure that all council members are fully aware of the implications of the current library consultation and that the council therefore makes an informed choice on whether to raise an objection or to allow the results of the consultation to stand.

OP73 / 2020 Information Sharing

Cllr Booth informed the committee of the sad passing of an ex-councillor, Jamie McCaul who was known to Cllr Buxton and it was **agreed** that Cllr Buxton would include this in her announcements at the council meeting 13 April 2021.

OP74 / 2020 Date of the next meeting of the Committee

The committee **noted** the next meeting date was scheduled for 6 July 2021 and decided to add an interim date.

RESOLVED: To hold an additional committee meeting on the 25 May 2021.

OP75 / 2020 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

There were no members of the public present, therefore no resolution was required.

The Chairman closed PART I of the meeting at 12:45pm