



Minutes of the Operations Committee Meeting Tuesday 27 April 2021

Via Zoom commencing at 10:30am

OP78 / 2020 Attendance and Apologies

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

In Attendance: R Davies (Clerk and RFO) Emma Duncan, RBMW Monitoring Officer (Part II)

There were no members of the public present.

There were no declarations of interest.

OP79 / 2020 To approve the minutes of the meeting 16 February 2021.

The committee reviewed the minutes of the meeting of 6 April 2021.

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

Chairman's updates on matters not on the agenda:

The committee confirmed Parish Surgeries are still being planned.

OP80 / 2020 Public

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

OP81 / 2020 Business from previous meetings

The committee reviewed the council training provision and agreed a council training session would be appropriate for Autumn 2021 and this time face to face. Training would be given before then on the new code of conduct once adopted and on Declarations of Interest.

ACTION: Council members would be asked what subjects they would like training to be delivered on.

ACTION: RD to compile a list of training courses for parish councils from sector providers.

OP82 / 2020 Extended Scheme of Delegation for Council meeting protocol from May 2021

The committee received and reviewed the proposed amendments to the extended (COVID-19) scheme of delegation to include the protocols for the council and committee meetings from 7 May 2021 should virtual meetings not be allowed.

RESOLVED: Extended scheme to be proposed to council 4 May 2021 for approval

OP82 / 2020 Council Committee Structure

The committee reviewed the proposed structure of committees and discussed the options open to the council in structuring its committees and representatives and noted no further comments had been received from council members since the council meeting 20 April 2021. After discussion, the following actions were agreed:

ACTION: Cllr Jacklin to remove the new delegated powers for Planning and Finance and amend the status of Focus groups to show which were task and finish groups.

ACTION: Add to the committee responsibilities to determine training requirements for committee members and delegated powers which would deliver improved processes in council.

RESOLVED: Cllr Jacklin to make the amends as discussed in the meeting and prepare the document for approval at the council meeting on the 4 May 2021.

The committee also reviewed the process for appointing council members to the committees and focus areas.

RESOLVED: To send out the committee structure and focus areas for council members to self-nominate to roles which the chairman, once elected, will bring forward to approve at the council 4 May 2021.

OP 84 / 2020 Community Infrastructure Levy

The committee reviewed the approved policy and process and reviewed the %age Stakeholder portion to be proposed to council.

RESOLVED: To propose to council 4 May 2021 for the Stakeholder Portion of CIL to be calculated in April each year and set at 10% of the CIL balance at 31.3. year just closed or £50,000 whichever is less.

OP85 / 2020 Information Sharing

Cllr Jacklin raised the questions posed by Cllr Evans on the council's IT policy. It was agreed that Cllr Jacklin and RD would review and liaise with Cllr Evans.

OP86 / 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.

OP87 / 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 11:35am for PART II agenda item OP90/2020.

The Chairman closed PART II of the meeting and re-opened PART I at 12:20pm

The Chairman closed PART I of the meeting at 12:38pm