



Scheme of Delegation Consultation in the format of an Oversight and Strategy Committee Minutes for the Meeting Tuesday 7 Dec 2021

Via Zoom commencing at 10:30 am, Cllr Jacklin read out the following statement:

“This meeting is convened under the Scheme of Delegation approved at the council meeting 4 May 2021 due to the restriction on virtual meetings post 7 May 2021.

As a consultation meeting, the Proper Officer has confirmed the format will follow that of a committee meeting and will be chaired by Yvonne Jacklin for the evening.

Due to this not being a committee meeting, there will be no resolutions made, however votes will be requested to inform the Proper Officer of the opinions of those present.

The standing orders of council will be followed to ensure due process is in place for the meeting and all committee members, as council representatives, remain bound by the adopted Code of Conduct.

For openness and transparency, these consultations are open to members of the public, and questions or comments will be accepted only at the invitation of the Chairman.”

OS 52 / 21 Attendance and Apologies

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

In Attendance: R Davies (Clerk and RFO), Cllr Pike

There were 2 members of the public present.

There were no declarations of interest.

Cllr Jacklin confirmed that under Agenda item 57/21 the community inclusion project would not be presented to the committee due to amends in progress.

OS 53 / 2021 To approve the minutes of the meeting 2 November 2021.

DELEGATED DECISION: The minutes of the 2 November 2021 were approved as an accurate record of the meeting and there were no matters arising.

OS 54 / 2021 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker

The Chairman accepted questions from Mr T Pike, due to difficulty in hearing and understanding the questions posed via zoom, these are noted as:

- Q1. Timing of the publication of the council draft minutes
- Q2. The current policy of deletion of Council meeting recordings which should be considered in parallel to item 1
- Q3. Response to submitted question 2 at October Council meeting concerning the Parishioners survey re the payment of £1,400 to the external consultant, and confirmation that this was all that was paid to date.
- Q4. My complaint to date

Cllr Jacklin responded as follows:

A1. Cllr Jacklin requested Mr T Pike confirmed that he had asked the question re publication of minutes on 6 or 7 occasions to date. Mr Pike confirmed this was his recollection. Cllr Jacklin also asked if he had received an answer from the council to each of these questions, Mr Pike confirmed he had. Cllr Jacklin confirmed that the question on

minutes had been delegated to the Oversight and Strategy Committee at the council meeting on the 26 October and was being addressed in this meeting.

A2. Cllr Jacklin requested Mr T Pike confirmed that he had asked the question regarding the recording of council meetings on 4 or 5 occasions. Mr Pike confirmed this was his recollection. Cllr Jacklin also asked if he had received an answer from the council to each of these questions, Mr Pike confirmed he had though he was not convinced by the rationale behind the answers. Cllr Jacklin confirmed that the response from this committee was the same as had been previously provided.

A3. Cllr Jacklin confirmed that the total payment on the survey to date was £1,400 and no other payment had been made.

A4. Cllr Jacklin confirmed that Mr Pike's complaint was being progressed and was being discussed in Part 2 of this meeting

Cllr Jacklin also confirmed that the Residents' survey had been approved by council with a 7-page proposal which followed all the correct process of council having been considered by committee prior to being proposed and approved at a Full Council meeting. Since its approval, it has been referenced in 7 committee or full council meetings and under an EMR transfer at the end of budget year 2020 2021.

Cllr Jacklin confirmed that there was no requirement for the parish council to engage local companies, only to provide value for money. The Council used indicative information from previous quotations as part of the selection process. This proposal was deemed to provide value for money given its scope and was the only option was put forward for approval in the proposal.

Mr Pike requested that the Proposal document be sent to him. This was agreed as the proposal is a public paper.

With no other questions, Cllr Jacklin re-convened the meeting.

OS 55 / 2021 Business from previous meetings

The committee noted the update on the Code of Conduct training to be arranged by RBWM which is in process.

The committee noted that training schedules for HALC are still to be provided for the new year.

OS 56 / 2021 Sunningdale Parish Council Business plan

The committee received 2 papers in response to the actions delegated from council.

- Issuing of minutes process

DELEGATED DECISION: It was agreed that this proposal would be proposed to council on the 14 December 2021 with the clear understanding that this was a framework not an absolute which could be preclusive to council member and officer holidays, sickness, and other absences.

- Members Questions

Cllr Jacklin responded to the question from Cllr Booth on the restriction of 2 questions per councillor per meeting and confirmed that the proposal was based upon the Modular Constitution for RBWM (allowing 2) and the Model Modular Constitution (1 question).

DELEGATED DECISION: It was agreed that this proposal would be proposed to council on the 14 December 2021 with a review in 6 months to ensure that this was not restrictive and to check / validate the process.

OS 57 / 2021 Sunningdale Parish Council Business plan

The committee received a report on resource allocation against business plan projects and noted the suggestion from Cllr Evans, as member of the Business Plan Working Group that a task and finish group should be convened to proceed with the proposal to increase the number of council members.

DELEGATED DECISION: It was agreed that this proposal would be proposed to council on the 14 December 2021 with amends as discussed.

Cllr Jacklin confirmed the process document for project management methodology to be used on identified projects would be brought to the next committee meeting as it had been missed in the send out of papers. However, this was a process document mapping the current practice to a project management methodology.

The committee received a proposal for providing in house project management skills and noted that the internal auditor had confirmed the salary process of paying this from the CIL fund as it would be management of CIL projects. Also, that the timing of this recruitment would fit with the upcoming work due on the MUGA project and that the indicative costings provided for the work related to this single project would be offset against a considerable proportion of the salary cost.

DELEGATED DECISION: It was agreed that this proposal would be proposed to council on the 14 December 2021 with amends as discussed.

The committee received a grant application under CIL policy from Charters School and reviewed the documentation provided. The committee requested the Clerk reverted to the applicant to gain the following information:

1. What other quotes had been sought?
2. Was the canopy as detailed the best use of funds, and would there be further requirements at a later date, such as benches etc?

DELEGATED DECISION: It was agreed that these questions would be sent to the applicant and on receipt this funding request would move to the Finance Committee.

Cllr Buxton requested a further item under the Business Plan section to be regularly included which is to record the resolutions taken at council on projects which are included in the plan. This was agreed to.

The resolutions made at the meeting of 23 November 2021 are therefore recorded as:

- To renew the website with JAIJO
 - Unanimous resolution
- Three separate resolutions on the MUGA project (as detailed in the minutes of 23 November 2021)
 - Cllr Pike - Against
 - All other council members present – For
- Jubilee in the Park event
 - Unanimous resolution

Cllr Buxton confirmed that going forward all business plan resolutions would be taken under a named vote.

OS 58 / 2021 Parish Website and Communications

The committee received the update from the Deputy Clerk on the commencement of the project and an indicative timeline of 3 months to completion. More information would be provided with design to the committee and council once these were received.

The committee received a proposal on improving the council communications to include the parish survey.

DELEGATED DECISION: It was agreed that this proposal would be proposed to council on the 14 December 2021 with amends as discussed.

OS 59 / 2021 Information Sharing

Cllr Jacklin confirmed the Risk Register would be reviewed in the next meeting along with the GDPR update.

OS 60 / 2021 Date of the next meeting of the Committee

The date of the next meeting is scheduled as 8 February 2022 which is currently not possible for Cllr Jacklin therefore a new date will be arranged in the new year.

OS 61 / 2021 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

DELEGATED DECISION: It was so agreed.

Part I of the meeting concluded at 11:35 am and all members of the public and the Deputy Clerk left the meeting at this point.