



Oversight and Strategy Committee

Minutes for the Meeting Tuesday 2 Nov 2021

OS 39 / 21 Attendance and Apologies

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

In Attendance: R Davies (Clerk and RFO), N Tomlinson (Deputy Clerk)

There were no members of the public present.

There were no declarations of interest.

OS 40 / 2021 To approve the minutes of the meeting 10 August 2021.

RESOLVED: The minutes of the 10 August 2021 were approved as an accurate record of the meeting.

ACTION: The clerk to add the Correspondence agenda item to the next full council meeting. The initial report would include all correspondence of note back to April 2021, and then will only include what has been received each month. This report is to include the hours taken in responding and cost to council. It was agreed that this may be a verbal report.

OS 41 / 2021 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker

There were no members of the public present, so the Chairman moved to the next item on the agenda.

OS 42 / 2021 Business from previous meetings

The Clerk updated the committee that the RBWM Monitoring Officer would be providing dates for the Code of Conduct training.

The Clerk updated that HALC and SLCC had not released any significant new training schedules.

OS 43 / 2021 Delegated Actions from Council

The committee discussed the actions delegated from full council which were to respond to the questions posed by Cllr Lilly Evans and to address the question posed by a resident on the publication of the council minutes.

Areas of concern were how to quantify the value to the parishioners; what was a reasonable number of questions; and time covered to respond to questions posed.

RESOLVED: That Cllr Jacklin will put together a process for posing questions to council and committees, what constitutes a reasonable question and confirm the timeline of the publication of the council and committee minutes which is in keeping with the Local Council Quality award.

OS 44 / 2021 Sunningdale Parish Council Business plan

The committee noted that the Business Plan had been approved by the council and now the process of monitoring and following through with the projects and actions as identified needed to be managed.

The Clerk provided a Business Plan monitoring document, and it was agreed that this would be placed on the internal website for all councillors to review in real time.

Cllr Buxton updated the committee on the project SF1 which was for a Community Inclusion Project and that this would be brought forward to full council on the 23 November once information had been received from the proposed partner, Bracknell CAB.

OS 45 / 2021 Parish Website

The committee reviewed a proposal for renewing the website to include clearer functionality and navigation, along with more interactive elements such as ongoing surveys.

RESOLVED: That the committee supported the renewal of the website and therefore this would proceed to the Finance Committee on the 9 November for confirmation of budget availability before being brought to council on the 23 November.

The Clerk updated the committee on a proposal which was being worked on to increase the day-to-day communication with residents and to include the residents survey into a more responsive format. The Committee welcomed this approach and agreed to review at the meeting on the 7 December.

OS 46 / 2021 Information Sharing

Cllr Buxton updated the committee on the Queen's Jubilee year celebrations and the events that were planned by other parishes.

Cllr Jacklin requested an updated report on the council's GDPR monitoring.

OS 47 / 2021 Date of the next meeting of the Committee

The date of the next meeting was confirmed as 7 December as a face-to-face meeting.

OS 48 / 2021 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 for Part I of the meeting.

N Tomlinson (Deputy Clerk) left the meeting at this point.