



Oversight and Strategy Committee

Minutes for the Meeting Tuesday 12 April 2022

OS 81 / 21 Attendance and Apologies

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

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

There were no members of the public present.

There were no declarations of interest.

OS 82 / 2021 To approve the minutes of the meeting 13 January 2022

RESOLVED: The minutes of the 13 January 2022 were approved as an accurate record of the meeting with the amendment of 'meeting' for 'evening' in the Scheme of Delegation introduction.

OS 83 / 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 84 / 2021 Business from previous meetings

The Clerk updated the committee on feedback being provided by all the parishes after the planning and code of conduct training provided by RBWM. Cllr Buxton confirmed in her capacity as Chairman of DALC that the monitoring officer had been requested to provide a specific session on the Code of Conduct alone as it applies to parish and town councils. The Clerk also confirmed that the option of alternative training provision by Hoey Ainscough Associates was being explored by the Clerks Forum.

The Clerk brought forward the SLCC Management in Action conference on the 9 and 10 June in Kenilworth which was also available on the 9 June via remote access. It was agreed that the Clerk would share the agenda of this event with Cllr Jacklin and decision would be made on attendance.

ACTION: The Clerk to ask council members what training they wish to attend in the coming council year

The committee received and reviewed the council meeting dates for 2022 2023 and whilst all efforts were made to reduce the overall number of meetings, it was acknowledged that council obligations dictate when meetings must take place to ensure due process is followed.

ACTION: The Clerk to share the updated schedule with all council members so that diaries can be updated.

The Clerk updated that the GDPR assessment had been carried out and that all processes were now embedded into the process of the council operations.

Item discussed out of sequence:

The committee reviewed the information provided by the Clerk for the request to increase the number of council members under a governance review and noted that this work had all to be completed before the May 2023 elections.

ACTION: Cllr Jacklin and the Clerk to draft the request for a governance review document to be sent to RBWM. As this is a business plan action already approved by council it was confirmed that this would be sent, and council notified.

OS 85 / 2021 Actions delegated from Council

The committee discussed the actions required for the council policy and procedure review May 2022 and confirmed the only policy to review would be the Terms of Reference of Committees to include the CIL Working Group.

ACTION: The Clerk to draft an update and share with Cllr Jacklin prior to being presented to council.

The committee discussed the recording of council and committee meetings and whether the current decision of council not to record the meetings other than via the statutory minutes would be proposed to change in May 2022. After discussion on the statutory requirements, the reasons why such a change would be proposed and the need should this be proposed to invest in technology which would provide audio and visual streaming of the meetings to provide benefit to all residents, it was decided that no proposal would be brought forward from the Oversight and Strategy Committee. However, any council member wishing to bring this matter for further review could bring forward a business motion for consideration by council.

The committee reviewed the information provided by RBWM in relation to the changes they are making to the emergency plan and agreed that this did not alter the decision taken that Sunningdale would not make an independent plan and would continue to defer to the RBWM Emergency Plan.

OS 86 / 2021 Sunningdale Parish Council Business plan

The committee received an update on the following projects:

E11 Woodland Trail Project

The Deputy Clerk brought forward the work that had been carried out on this which included the expertise of a local resident and the first phase of the project which was to commission a Quantified Tree Risk Assessment.

ACTION: The Deputy Clerk to finalise the report for presentation at council on the 26 April as a CIL project for funding approval.

Jubilee Event

The Deputy Clerk updated the committee on the event organisation to date with the marketing literature produced and marketing channels that are being used.

ACTION: The Deputy Clerk to provide a poster / leaflet for the windows of the shops in Sunningdale to advertise the event further.

Chalet

The Deputy Clerk updated the committee on the progress on structuring the Hire Agreement for the company appointed post the tender process. The agreement is for 2 years with a 3rd year option, with utilities charged separately to the hire costs.

ACTION: The Clerk to share with Cllr Booth the hire agreement once this has been finalised.

Playground project from 2019

The Clerk confirmed this was now completed with the installation of the new rocking horse. The old rocking horse is currently being costed to be turned into a picnic table for children.

SF4 MUGA and Play Equipment

The Clerk confirmed that all the survey results had been collated and were ready to present to council. However with no Project Officer being recruited to date, the tender process would need to be managed by an external consultant, and quotes were to be sought for this.

ACTION: The Clerk to confirm the quotes for the tender management and bring the proposal for the next phase of the project to the council meeting 26 April 2022.

SF1 Community Engagement Project

The Clerk confirmed this project would commence on the 6 May 2022 and continue every Friday for 12 months. Marketing and communication around this was currently in progress.

The committee reviewed the business plan updating process and confirmed that as we were now council year 2022/2023, the plan should be updated to reflect this on the timelines of projects.

ACTION: Cllr Jacklin to update

OS 87 / 2021 Parish Website

The Deputy Clerk updated the committee on the work carried out so far and that this was progressing well. It was confirmed that the operations team would take the website to the point where they considered it ready for publication and at that point invite council members to provide their input on any areas that didn't work or were not clear. This 'testing' would take place for 2 weeks and amends if required would then be made prior to the website being published.

ACTION: The Deputy Clerk to work to a one-month target to bring the website to 'testing' stage.

Cllr Bains left the meeting at this point (12 noon)

OS 88 / 2021 Risk Register

The committee reviewed the new format and the options for recording the resulting risks.

ACTION: For all committee members to provide the Clerk with their comments on the risk register for updating to be reviewed at the next meeting.

OS 89 / 2021 Information Sharing

The Civility and Respect work being carried out by NALC, SLCC and LGA sent to the committee via email by the Clerk was agreed to be reviewed once an Early Day Motion date was agreed.

The Clerk updated the committee of a meeting arranged with Andrew Durrant, RBWM Director of Place.

OS 90 / 2021 Date of the next meeting of the Committee

The date of the next meeting was confirmed as 7 June at 10am with a finish time of 11:30am.

OS 91 / 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. (12:15pm)