



## Oversight and Strategy Committee Minutes for the Meeting Tuesday 7 June 2022

### **OS 1 / 2022 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 2 / 2022 To approve the minutes of the 12 April 2022.**

**RESOLVED:** The minutes of the 12 April 2022 were approved as an accurate record of the meeting.

**ACTION:** The clerk to send a copy of the lease to Cllr Booth for the Chalet.

### **OS 3 / 2022 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker**

There were no members of the public present therefore the chairman proceeded with the meeting.

### **OS 4 / 2022 Business from previous meetings**

The committee received information provided by the Clerk on the ICO advice on controlling data within the GDPRs.

**ACTION:** The Clerk to cost up moving all council members to council owned devices and use of Office 365 Share point software to access documents.

**ACTION:** The Clerk to put together a training presentation on GDPR and ICO guidance for council members.

The committee received an update on the process for requesting a governance review and agree the next actions and timelines and noted the response from RBWM that they are limited due to resource to conduct this review.

The committee acknowledged the response however were disappointed with the delay which may mean a wait until the May 2027 elections.

**ACTION:** The committee requested the Clerk communicated back to RBWM officers the disappointment and the need to move this request forward with an offer of working together.

The committee received an update on the Coffee Chalet and suggested that the council communications gave this a push on social media.

### **OS 5 / 2022 Actions delegated from council**

**ACTION:** Cllr Jacklin took away the action to review these policies as well as incorporating the ICO 'dos and don'ts' list into a Communications Policy.

### **OS 6 / 2022 Sunningdale Parish Council Business plan**

The committee discussed the updates on the projects relating to the business plan and noted the actions on the MUGA ITT and the Outreach Service.

**ACTION:** Cllr Jacklin to update the Business Plan for 2022 2023 with projects

## **OS 7 / 2022 Parish Website**

The committee received an update on the progress to date for the new website and noted the actions outstanding. The Deputy Clerk confirmed that work was progressing now that training had been received and hopefully actions would be completed to allow the website to be sent for review by the council members soon.

## **OS 8 / 2022 Council Risk Register**

The committee reviewed the risk register.

**RESOLVED:** That the risk register move to council for approval at the meeting on the 21 June 2022.

**ACTION:** The Clerk to send to council members for review prior to the meeting.

**11:39AM CLLR BOOTH LEFT THE MEETING AT THIS POINT AND THE COMMITTEE MEETING REVERTED TO A SCHEME OF DELEGATION MEETING.**

## **OS 9 / 2022 Information Sharing**

No further business was brought forward.

## **OS 10 / 2022 Date of the next meeting of the Committee**

The committee confirmed the date of the next meeting as 19 July rather than the scheduled meeting of the 2 August 2022.

## **OS 11 / 2022 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.

The Deputy Clerk left the meeting at this point and Cllr Jacklin closed Part I of the meeting at 11:52am.