



Minutes of the Operations Committee Meeting Tuesday 11 August 2020

Via Zoom commencing at 11am

OP1/20 Attendance and Apologies for Absence

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

In Attendance: R Davies (Clerk and RFO)

OP2/20 To approve the minutes of the 25 February 20

The committee reviewed and **resolved to approve** the minutes of the meeting 25 February 20. These will be signed by the Chairman of the Committee in due course.

Actions arising from the minutes were as follows:

- Actions on LTN 22 from NALC will be followed up by Cllr Buxton as updates are made available

OP3/20 Public Adjournment

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

OP4/20 Business from Previous Meetings

The Clerk updated the committee on an initial quotation received to upgrade the path across the recreation ground from the corner of the tennis courts to the bridge across the brook. The initial quotation was viewed as higher than expected and the clerk was requested to source additional quotations.

Cllr Booth questioned whether this was the right time, financially, to be spending CIL funds on projects or should the council be looking at infrastructure projects which would support the council finances and reduce the potential load on the precept. The committee did not disagree, however requested costings for the path were progressed as this would be CIL funded.

The Clerk provided the committee with an update on the damp work undertaken at the Village Hall, that it was now complete and had benefited from a hot, dry summer.

The Clerk confirmed the decoration of the Village Hall was proceeding.

OP5/20 Council Operation during the COVID-19 period

The committee reviewed the delegated decisions and **approved** these to be brought to council on 18 August 20.

The committee reviewed the legal guidance provided by NALC on the operation of council meetings, committees, elections, and co-options.

The committee noted the deferment of elections for vacancies to the 6 May 2021 as notified by RBWM democratic services.

On reviewing the NALC document, the committee requested the Clerk complete this document in the format of a proposal to council to hold all council and committee meetings via Zoom to be brought to council on 18 August 20.

OP6/20 Website WCAG 2.1 Compliance

The committee received an update from the Clerk regarding the progress being made on the compliance of documents and web pages with the new regulations. The Clerk confirmed that the work required would be completed in time for the 22 September 20 deadline.

OP7/20 Risk Management during COVID-19

The committee confirmed they had reviewed the risk assessments for the Tennis Courts, Teen Scene and Under 12s Playground and that further risk assessments were in progress for the Village Hall and Community Room use.

The return of the Berkshire Cadets to the Recreation Ground is currently under review from a risk perspective.

The risk assessment for the under 12s playground is actively being reviewed with updated government advice and a recommendation to open may be made in the near future.

OP8/20 Information Sharing

The committee reviewed an email received from the press regarding a comment made to them by a Sunningdale resident relating to the emergency plan for Sunningdale in relation to the fire on Chobham Common. A draft response was reviewed with additions requested prior to being sent out.

The committee noted that no contact from the resident had been made with the Clerk or Chairman of the Council and no other resident had questioned the council's involvement in the emergency response.

The chairman closed Part I of the meeting and as no members of the public were present, proceeded with the Part II closed session.

OP9/20 Date of the next meeting

The date of the next meeting was confirmed as 6 October 20 and the committee agreed that an interim meeting would be called if required by changes affecting council.

The Chairman closed the meeting at 12:45pm