



Minutes of the Operations Committee Meeting Tuesday 16 February 2021

Via Zoom commencing at 10:30am

OP52 /20 Attendance and Apologies for Absence

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

In Attendance: R Davies (Clerk and RFO)

There were no members of the public present.

There were no declarations of interest.

OP53 /20 To approve the minutes of the 12 January 2021.

The committee reviewed and **resolved to approve** the minutes of the meeting 12 January 2021 with amendment of the additional e in Berkeley Homes. These will be signed by the Chairman of the Committee in due course.

Matters Arising:

The committee discussed the Zoom Surgeries and agreed that Cllr Buxton and the Clerk will propose some dates in the coming months for these to be held.

The Clerk provided an update on the work taking place to transfer the maintenance of the closed graveyard at Holy Trinity Church and confirmed this was proceeding to commence on the 1 April 2021. Cllr Peter Grover is working with the Clerk on this project.

OP54 /20 Public Adjournment

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

OP56 /20 Council Documentation Review Proposal

Cllr Jacklin confirmed that no comments had been received for the Council Standing Orders and Code of Conduct amendments and therefore once a further check against "Knowles on Local Authority Meetings" had taken place then these could be sent out to council for approval at the council meeting on the 9 March 2021.

The Committee **resolved to approve** this course of action.

Cllr Jacklin presented to the committee the feedback received on the committee, working group and representative's structure. The committee noted the lack of desire to form many additional committees, and from the information provided by the Clerk, the cost and time required for Clerking these committees based on time and motion information. With the existing council, planning, operations, and finance there are 42 meetings a year.

It was **resolved** that no further committees would be proposed to be added for the council year 2021 22. Cllr Jacklin will continue work on the committee structure to see if the terms of reference for the three active committees can be adjusted to accommodate the activities covered by the inactive committees. The Business Plan, because of its importance would revert to full council for determination.

Cllr Jacklin would form a working group to carry out the initial work on the business plan by preparing a framework for discussion at council.

The committee also reviewed the request that Operations and Finance committees took place 2 weeks prior to Council so that the papers and minutes were presented in date order. To allow this to occur, the committee agreed to the Clerk's proposal of moving the council calendar to hold Planning and Operations in Week 1, Finance and Village Hall committees in Week 2 and Council in Week 4. This would allow for the Finance committee to review all budgetary documentation prior to it being brought to council.

The committee **resolved to approve** this approach, and requested the Clerk draw up the meeting schedule for review on this basis.

OP56 /20 Business from Previous Meetings

The committee received an update on the residents' survey and after discussion on the complexities arising from the council specific knowledge required and the delay in delivery due to COVID-19 restrictions, confirmed the survey will be proceeding with Cllr Sayer and the Clerk delivering. Any additional hours required by the Clerk to complete the work would be carried out on a Saturday and billed to the council as survey specific hours at the normal hourly rate.

The committee **resolved to approve** this as an operational decision and **noted** the expectation of reduced project costs by proceeding in this manner.

The Clerk confirmed the advert for the Deputy Clerk would be placed this week. The delay due to the COVID-19 restrictions on office working, interviewing face to face and induction training online, all of which the committee agreed would be difficult for such a key role.

The committee reviewed the training due to take place in March 2021 and confirmed they would consider regular scheduled training throughout the year once the initial training had taken place.

The committee **noted** the current NALC guidance on the government legislation allowing for remotely held council meetings. Points to note were:

- Current legislation requires face to face meetings from 7 May 2021 therefore it would be sensible to arrange the annual parish council meeting for a date in May prior to this – proposed the 4 May 2021. This would allow flexibility on the 6-month rule for council members who were not comfortable with attending face to face meetings. The Clerk to confirm this is correct.
- The requirement for face to face is to be 2m distanced, therefore the council community room is not large enough to hold 10 council members, the Clerk plus allow for members of the public. The Village Hall is not available on Tuesday evenings, and the WI may not be large enough.
- All attendees would be required to wear a face mask throughout the meeting.

OP57 / 20 Information Sharing

Cllr Buxton confirmed that the zebra crossing on Chobham Road was now implemented.

OP58 /20 Date of the next meeting

The date of the next meeting on the annual schedule is 6 April 2021 at 10:30am

The Chairman closed PART I of the meeting at 12:10pm