

Monday 10th June 2019

To: All members of the Operations Committee

Cllrs Jordan Coventry (Chair), Yvonne Tomlinson (Vice-Chair), Elina Apse, Tina El-Shabrawry, Margaret Ferguson, Ruth McMillan, Sue Smith, Alan Williamson

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Operations Committee to be held on **Monday 17th June 2019** commencing at **6:00pm** at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

Members of the public are welcome to attend.

Steve McNay
Parish Manager

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting

AGENDA

OC 01/19 Apologies:

To record apologies from members unable to attend the meeting.

OC 02/19 Declarations of Interest:

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

OC 03/19 Chairs Announcements:

To receive announcements from the Chair.

OC 04/19 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

OC 05/19 Minutes of the previous meeting:

To receive and approve as a true and correct record the minutes of the Operations Committee meeting held on:

- Monday 18th March 2019.

(Attached)

OC 06/19 To agree the amount and names of delegates from Woughton Community Council to attend the NALC Annual Conference:

The NALC Annual Conference will be held between Monday 28th October 2019 and Tuesday 29th October 2019.

The Conference will be held at the DoubleTree by Hilton Hotel, Stadium Way, West Bletchley, Milton Keynes.

07/19 To propose the appointment of an Apprentice for the Landscape and Environment Team:

(Report attached)

08/19 To update and review maternity policy, in line with legislation and to provide additional benefits to Woughton Community Council employees:

(Report & Policy attached)

09/19 To adopt the following policy documents:

- a) Lone Working Policy
- b) Health and Safety Policy
- c) Equal Opportunities and Diversity Policy
- d) Training and Development Policy
- e) Recruitment and Retention Policy
- f) Employment Policy

(Policies to follow)

OC 10/19 To move and second the following resolution:

Public Bodies (Admission to Meetings) Act 1960:

That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11/19 Caretakers at the Meeting Places:

(Report attached)

Date of next meeting:

Monday 2nd September 2019, 6:00pm at the Woughton Community Council Offices, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes.