

Monday 31st August 2020

To: All members of the Operations Committee

CLLrs Jordan Coventry (Chair), Alan Williamson (Vice-Chair) Elina Apse, Tina El-Shabrawry, Donna Fuller, Margaret Ferguson, Ruth McMillan, Liz Simpkins, Sue Smith

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Operations Committee to be held on **Monday 7th September 2020** 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 view proceedings via Facebook Live.

Steve McNay
Parish Manager

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

AGENDA

OC 61/20 Apologies:

To record apologies from members unable to attend the meeting.

OC 62/20 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 63/20 Chairs Announcements:

To receive announcements from the Chair.

OC 64/20 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

OC 65/20 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 16th March 2020.

(Attached)

OC 66/20 Budget Update:

(Report attached)

OC 67/20 Training budget update:

(Report attached)

OC 68/20 Woughton Business Forum:

(Report attached)

OC 69/20 Staff Handbook:

(Report & Staff Handbook attached)

OC 70/20 Policy updates:

- a) Lone working
- b) Training & Development
- c) IT Security

(Policies attached)

OC 71/20 Update and overview on the changes to facilities due to Covid-19:

(Report and Covid-19 attached)

OC 72/20 Operations 2020/2021 Service Plan update:

(Report attached)

OC 73/20 Mental Health First Aid training:

(Report attached)

OC 74/20 To discuss the potential and logistics of reopening the Hub:

(Report attached)

Date of next meeting:

Monday 9th November 2020, via Zoom Video Call and Facebook Live.