

## Woughton Community Council

### Operations Committee

**Minutes of the meeting held on Monday 9<sup>th</sup> November 2020, 6:00pm via Zoom Video Call and Facebook Live.**

**Present: Cllrs Jordan Coventry (Chair), Alan Williamson (Vice-Chair),** Elina Apse, Margaret Ferguson, Liz Simpkins, Sue Smith.

**Also present:** Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager), Samone Winsborough (Financial Responsible Officer / Operations Manager).

**In attendance:** Cllr Donna Fuller.

**OC 75/20 Apologies:**

Cllr Ruth McMillan (unwell)

**AGREED**

Cllr Tina El-Shabrawry was absent and gave no apology.

**NOTED**

**OC 76/20 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**OC 77/20 Chairs Announcements:**

The Chair informed the meeting that due to lockdown restrictions all of the Meeting Places are closed as well as the Hub, however the Community Fridge is still operating.

Thanks were given to the Community Services Manager and the Community Development & Events Co-ordinator for their work in very difficult circumstances filming the local Remembrance Service.

**NOTED**

**OC 78/20 Questions from the public (Max. 10 minutes):**

There were no questions from the members of the public.

**NOTED**

**OC 79/20 Minutes of the previous meeting:**

The minutes of the Operations Committee meeting held on Monday 7<sup>th</sup> September 2020 were **AGREED** and will be signed by the Chair as a true and correct record.

**OC 80/20 Update on the hire of the Meeting Places:**

The Responsible Financial Officer updated the committee on the hire of meeting places, which due to the lockdown restrictions are closed to the public, except for nursery group sessions.

This will have an impact on income generation, and it is uncertain how bookings will be affected if any further lockdowns take place.

**RESOLVED**

**That the Committee notes the report.**

**OC 81/20 Update on the Woughton Business Forum:**

- (a) The draft Terms of Reference
- (b) The membership of the Working Group

The Council Manager provided a first draft of the proposed Terms of Reference for the Woughton Business Forum and proposed membership.

The Leader of the Council asked for local Places of Worship to be added to the proposed initial membership of the group.

The membership from Woughton Community Council will consist of: The Council Manager, Responsible Financial Officer, Chair of the Council, Leader of the Council, Chair of the Operations Committee, Cllr Liz Simpkins and Cllr Elina Apse.

The Chair asked that this agenda item is reviewed at the January 2021 Operations Committee meeting to agree the membership of the group.

**RESOLVED**

- 1. That the committee notes the report.**
- 2. That the committee agrees to the proposed Terms of Reference for the group.**
- 3. That the committee agrees to the proposed initial membership of the group.**
- 4. That local Places of Worship to be added to the proposed initial membership.**
- 5. That the membership from Woughton Community Council should consist of: The Council Manager, Responsible Financial Officer, Chair of the Council, Leader of the Council, Chair of the Operations Committee, Cllr Liz Simpkins and Cllr Elina Apse.**
- 6. That the initial membership agrees to meet in early 2021 to formulate an action plan for the group.**
- 7. That this Forum becomes an item within the Service Plan for 2021/2022 with an allocated budget of £1000.**
- 8. To review at the January 2021 Operations Committee meeting to agree the membership of the group.**

**OC 82/20 Policy updates:**

- a) Sickness Management.
- b) Health & Safety

The Responsible Financial Officer updated the committee on the amendments to the Sickness Management and Health & Safety Policies.

The Responsible Financial Officer will ask the Health & Safety Manager to report to this committee any incidents that are entered into the Accident Book.

**RESOLVED**

1. That the Committee notes the report.
2. That the Committee agrees to the changes, so the new policies can be uploaded to Bright pay and the website.
3. That the Responsible Financial Officer to ask the Health & Safety Manager to report to this committee any incidents that have been entered into the Accident Book.

**OC 83/20 To note the contract review process:**

The Responsible Financial Officer updated the committee on the review process for all Woughton Community Council contracts.

There is a current working document being formulated which will detail all of the current suppliers, the contract terms and review dates.

**RESOLVED**

**That the committee notes the report.**

**OC 84/20 To review the reopening of the Woughton Community Council Hub:**

The Council Manager updated the committee on the re-opening of The Hub.

The Hub has been closed to the public since March 2020, although the Community Fridge is still operating.

**RESOLVED**

1. That the committee notes the report.
2. That the Hub remains closed until 2021, except for the Community Fridge.

**OC 85/20 To agree the attendees at the Mental Health First Aid Training Course:**

The Council Manager informed the meeting that following previous discussions, a total of ten (10) Councillors have expressed an interest in undertaking the Mental Health First Aid training, with nine (9) of them looking at the basic introduction one (1), half day course, one (1) Councillor has specified that they would prefer the two (2) day course.

The Chair asked the Council Manager to write to the ten (10) Councillors asking them for a preference for the time the training should be held, and to ask the Officers if they would also like to attend.

Cllr Sue Smith requested that if all the twenty five (25) training places cannot be filled internally then the local Resident Associations are approached to see if they would like to fill any available places.

**RESOLVED**

1. That the committee notes the report.
2. That the committee agrees to Mind BLMK providing the initial training package for the 'Becoming mental health aware' half day course for nine (9) Councillors plus any additional spaces being offered to Officers and / or Resident Associations.
3. That £500 is allocated to the delivery of these session(s) and that it is aimed to deliver this within the 2020 calendar year.
4. That the Council Manager to write to the ten (10) Councillors asking them for a preference for the time that the training should be held.

**OC 86/20 To consider items for the 2021/2022 Service Plan:**

The Operations Manager discussed priorities for the Operational Service Plan for 2021/2022.

The Operations Manager recommended that the 2021/2022 Service Plan priorities are kept to a 'necessity' level to ensure the operational targets for next year are fulfilled.

The Operations Manager recommended the following to be included in the 2021/2022 Service Plan:

- Woughton Business Forum
- Training
- Engagement and Communications
- Website usability
- Accounting systems and CRM
- Gold Council Accreditation
- Woughton Gazette development
- Contract renewal
- Payscales
- Income Generation and long-term rentals
- Safeguarding

**RESOLVED**

1. That the Committee notes the report.
2. That the Committee agrees to the priorities suggested for next year.

**OC 87/20 Update on the improvements to the website:**

The Council Manager updated the committee on the website improvements and future plans.

Content needs to be transferred over to the test site, when this has been completed by the Service Managers then it can go live.

**RESOLVED**

1. That the committee notes the report and actions to this point.

2. That the Council Manager continues to work on the continuing necessary changes.
3. That the committee receives a further update in March 2021.

**Date of next meeting:**

Monday 11<sup>th</sup> January 2021, via Zoom Video Call and Facebook Live.

**THE CHAIR CLOSED THE MEETING AT 7:05PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_

DRAFT