

Tuesday 26th October 2021

To: All members of the Operations Committee

Cllrs Jordan Coventry (Chair), Elina Apse (Vice-Chair), Maggie Ferguson, Donna Fuller, Ruth McMillan, Amber McQuillan, Liz Simpkins, Sue Smith, Yvonne Tomlinson, Alan Williamson

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Operations Committee to be held on **Tuesday 2nd November 2021** commencing **6:00pm** at the **Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

Please note the change of venue.

Due to the ongoing impact of coronavirus, meeting attendees are encouraged to consider the following guidelines for the meeting:

- **If you or anyone in your household have any symptoms (i.e. high temperature, continuous cough, or changes to sense of smell or taste), please do not attend the meeting, and get tested.**
- **Please sanitise your hands on arrival at the meeting.**
- **Please note that windows will be open throughout the meeting and dress accordingly.**

Members of the public are welcome to view proceedings live via the Woughton Community Council Facebook Page.

Steve McNay
Parish Manager

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

Please ensure that your mobile phone and other electronic equipment is switched to silent or is switched off completely during the meeting.

Please be aware that this meeting is being recorded and broadcast live. Microphones are live at all times – if you are not speaking formally within the meeting, please do keep any additional noise to a minimum and be aware that anything said within this meeting will be in the public domain’.

We will consider the camera settings to see whether the need for introductions is necessary – if the camera is able to operate at a ‘wide angle’ and cover the whole room, then possibly not, but if people are missed off, then introductions may be useful.

Calendar of meetings (current – may change with Wednesdays for some Full Council meetings) is at:

<https://www.woughtoncommunitycouncil.gov.uk/council-meeting-calendar/>

AGENDA

OC 24/21 Apologies:

To record apologies from members unable to attend the meeting.

OC 25/21 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 26/21 Chairs Announcements:

To receive announcements from the Chair.

OC 27/21 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

OC 28/21 Minutes of the previous meeting:

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

- Tuesday 31st August 2021.

(Attached)

OC 29/21 To agree a policy for regular Christmas and New Year office opening and closing:

(Report by the Council Manager attached)

OC 30/21 To consider the meeting dates and start times for the committee, and whether they need to be changed:

(Verbal report by the Council Manager)

OC 31/21 To consider how to implement volunteer training opportunities to enable further skills:

(Report by the Council Manager attached)

OC 32/21 To consider a website redevelopment proposal:

(Report and proposal paper by the Council Manager attached)

OC 33/21 To discuss items for the 2022/2023 Service Plan:

(Report by the Operations Manager)

OC 34/21 To note the personnel amendments to the Safeguarding Policy:

(Verbal report by the Operations Manager, Safeguarding Lead Officer report & Safeguarding policy attached)

OC 35/21 To consider if the Committee would like to be involved in the Cloudy IT app initiative:

(Report by the Operations Manager)

Date of next meeting:

Wednesday 5th January 2022, Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.