

Tuesday 14th February 2023

To: All members of the Operations & Resources Committee

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

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Operations & Resources Committee to be held on **Monday 20th February 2023** commencing **6:30pm** at the **Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

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 can attend in person, submit questions in advance and or watch live via www.facebook.com/woughtoncc.

Steve McNay
Parish Manager

Please ensure that your mobile phone 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’.

The Calendar of Meetings can be accessed at:

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

AGENDA

OC 97/23 Apologies:

To record apologies from members unable to attend the meeting.

OC 98/23 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 99/23 Chairs Announcements:

To receive announcements from the Chair.

OC 100/23 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

OC 101/23 Minutes of the previous meeting:

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

- Monday 23rd January 2023

(Attached)

OC 102/23 To note the minutes from the following Sub-Committee:

- a) Human Resources – Tuesday 31st January 2023.

(Attached)

OC 103/23 To note and agree the updates to the policies as listed below, in line with the review process:

- a. Health and Safety Policy
- b. Officer Expenses and allowances
- c. Risk Register and Business Continuity
- d. Asset register
- e. Menopause

(Report by the Council Manager & policies attached)

OC 104/23 To agree all amendments made to the Safeguarding and Child Protection Policy:

(Report by the Youth Manager, DSL Designated Child Protection Officer & policy attached).

OC 105/23 To update the committee on pension contribution rates over the next three (3) years:

(Report by the Council Manager attached)

OC 106/23 To update committee on the budget position at the end of Quarter three (3) (Dec 31st 2022):

(Report by the Council Manager attached)

**OC 107/23 To consider a training programme for the council year 2023/2024:
(Report by the Council Manager attached)**

**OC 108/23 To note the example of a completed 360 Appraisal Form and to
discuss and agree:
(Form attached)**

**OC 109/23 To agree the Bank Reconciliations, list of payments and receipts
since December 2022:
(Bank Reconciliations, list of payments and receipts to follow)**

**OC 110/23 To move and second and then to be put to the vote the following
motion:**

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.

OC 111/23 To consider any relevant Human Resources Matters

Date of next meeting:

Monday 20th March 2023, 6:30pm at the Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.