

## Woughton Community Council

### Operations & Resources Committee

**Minutes of the meeting held on Monday 10<sup>th</sup> July 2023, 6:30pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

**Present: Cllrs Sue Smith (Chair), Liz Simpkins (Vice-Chair),** Luke Louis, Ruth McMillan, D'Anne Mordechai, Alan Williamson

**Also present:**

Brian Barton (Committee & Member Services Officer)  
Steve McNay (Council Manager)

**In attendance:**

Luke Denton (Senior Consultant – Crimewave LTD)

**OC 23/23 Apologies:**

Cllr Penny Glasgow (personal)

**AGREED**

**OC 24/23 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**OC 25/23 Chairs Announcements:**

The Coffee Hall Community Café will not be held this week but the Community Fridge and Community Larder will be open as usual.

The next meeting of the Services & Communities Committee will be held on Monday 17<sup>th</sup> July 2023.

Disco Bingo will be held on Thursday 20<sup>th</sup> July 2023 at the Netherfield Meeting Place.

The Festival will be held on Netherfield 2:00pm-7:00pm on Saturday 22<sup>nd</sup> July 2023.

**NOTED**

**OC 26/23 Questions from the public (Max. 10 minutes):**

There were no questions from the public.

**NOTED**

**OC 27/23 Minutes of the previous meeting:**

The minutes of the Operations & Resources Committee meeting held on Monday 12<sup>th</sup> June 2023 Were **AGREED** as a true and correct record and signed by the Chair.

**OC 28/23 Presentation by Mr Luke Denton Senior Consultant of Crimewave LTD on their Information and Gathering Service for Parish & Town Councils:**

Mobile CCTV cameras can be positioned at flytipping hotspots, that provide evidence so that a case can be made for prosecution with all documents with the footage provided and submitted to the Enforcement Team at Milton Keynes City Council, and statements submitted to Thames Valley Police.

The company are security consultants not just a CCTV provider. They will also be in regular touch with reports provided will agree location(s) beforehand, maintain the CCTV equipment, and is it up to Parish and Town Councils how many cameras they wish to have located and they can be redeployed to other locations, and also work with the Milton Keynes Parks Trust to obtain any permissions required, the service is unlimited as there are no additional costs for work undertaken for multiple incidents on different sites.

The CCTV cameras can also be used to tackle any parking violations.

Cllr Sue Smith moved and Cllr Ruth McMillan seconded that this service is considered further at the next Full Council meeting with options and costings provided.

**RESOLVED**

**That the service provided by Crimewave LTD is considered further at the next Full Council meeting with options and costings provided.**

**OC 29/23 To review the following policies noted and make changes where appropriate and / or refer to Full Council for agreement:**

- a. General Privacy Statement
- b. Guidelines for Broadcasting Meetings
- c. Officer Code of Conduct
- d. Retention & Disposal Policy
- e. Whistleblowing Policy

**In the General Privacy Statement to include the following** *“Our aim is to be clear and transparent about how we manage data, ensure regular reviews of our processes and systems, and to provide details to residents, volunteers, councillors, and others so that they are fully informed of our work practices”.*

**In the Guidelines for broadcasting or using social media at Council meetings to include the following** *“Since June 2020, Woughton Community Council has broadcast all formal council meetings via the corporate Facebook page and maintains a repository of these meetings within the same platform. This doesn't preclude others from filming but offers an alternative”.*

**In the Officer Code of Conduct to include for clarity** *“It also applies to volunteers whilst they are on duty.”* Changed *‘protect our legality’* to *‘protect the reputation and good name of Woughton Community Council’.*

The committee revised the conflict of Interest wording to read as follows: *‘We expect our employees to act in the best interests of the council whilst undertaking duties of the council and the principle responsibly whilst at work is for the betterment of Woughton Community Council’.*

**In the Retention and Disposal Policy to add:** The inclusion of ‘BP – Brightpay’ in the abbreviations list.

**There are no changes proposed to the Whistleblowing Policy.**

**RESOLVED**

1. That the committee reviews the following policies:
  - a. General Privacy Statement
  - b. Guidelines for Broadcasting meetings
  - c. Officer Code of Conduct
  - d. Retention and Disposal Policy
  - e. Whistleblowing Policy
2. That the committee agrees the review timescales for each policy.
3. That any changes are made, and policies are then saved to the new Sharepoint Folder, Brightpay (where suitable) and the website (where suitable).

**OC 30/23 To update the committee on membership of the Incident Plan Working Group:**

The membership of the working group consists of Councillor Sue Smith, Councillor Ruth McMillan, Councillor Alan Williamson and Councillor Penny Glasgow.

Involvement of officers will be as and when required, the working group will meet in July and will over the summer produce a draft improved document for consideration at the September Operations & Resources Committee Meeting.

Possible meeting dates in July will be circulated to Members of the Working Group.

**RESOLVED**

1. That the committee notes the report.
2. That the Working Group convenes and commences work during July, with a view to completion over the summer.
3. That the first draft of the new plan comes to this committee in September 2023.

**OC 31/23 To inform the B&MKALC Representative Cllr Paul Harvey of any questions or issues that can then be put on Woughton Community Council’s behalf to the NALC Larger Councils meeting**

It was suggested to ask Cllr Harvey to raise at the NALC Larger Councils meeting to lobby the Government to legislate to allow Parish & Town Councils to hold remote/hybrid meetings where Members can vote online rather than in person, and that Members should legally be allowed to claim for childcare costs.

Members were also encouraged to email the Council Manager with any other questions/issues that they have thought of that may arise after this committee meeting.

## **RESOLVED**

- 1. To ask Cllr Harvey to raise at the NALC Larger Councils meeting for their support to lobby the Government to legislate to allow Parish & Town Councils to hold remote/hybrid meetings where Members can vote online rather than in person.**
- 2. To also ask Cllr Harvey to raise at the NALC Larger Councils meeting for their support to lobby the Government so that Members should legally be allowed to claim for childcare costs.**

## **OC 32/23 Financial matters for consideration and agreement:**

At the last meeting of this committee in June, a review of the Financial Regulations was held where agreement was that the following points, whilst not changes to the policy, needed to be addressed for the Members attention:

- Point 1.39 – Regular provision of statements relating to the budget, noting any significant variances.
- Point 1.46 – List of payments to be provided around regular payments.
- Point 1.58 – approval of direct debits needs to happen every two (2) years.

The following reports were circulated to Members to address these issues:

- a. Regular payments report
- b. Variable direct debit list
- c. Q1 budget variances report
- d. Explanation of material differences

The Chair will sign the bank reconciliations as approved by the committee.

## **RESOLVED**

- 1. That the committee notes this report and the attached papers:**
  - a. Regular payments report**
  - b. Variable direct debit list**
  - c. Q1 budget variances report**
  - d. Explanation of material differences**
- 2. That this committee agrees to the variable direct debits, as detailed.**
- 3. That this committee agrees to the regular payments, as detailed.**
- 4. That any queries relating to the variances in the budget report are tabled and answered either at the meeting, or in written form following the meeting.**

**OC 33/23 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.

## **AGREED**

**OC 34/23 To consider any relevant Human Resources Matters:**

Members considered the present staffing situation with a view to looking into an alternative structure.

**RESOLVED**

1. That the committee notes the report.
2. That the committee agrees to forgo the notice period for the Responsible Financial Officer/Operations Manager.
3. That the committee agrees to pay a total of two (2) month wages, including all outstanding annual leave, bank holidays and other entitlements as a full and final payment.
4. That employment ceases on the 31<sup>st</sup> August 2023, at the end of the paid maternity leave period.
5. That council considers a slightly different approach to replacement, with a Deputy Clerk / Operational Manager position considered, for agreement in September.

**Date of next meeting:**

Monday 11<sup>th</sup> September 2023, 6:30pm at the Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

**THE CHAIR CLOSED THE MEETING AT 7:45PM**

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