

Tuesday 5<sup>th</sup> September 2023

**To: All members of the Operations & Resources Committee**

**Cllrs Sue Smith (Chair), Liz Simpkins (Vice-Chair), Donna Fuller, Penny Glasgow, Luke Louis, Ruth McMillan, D'Anne Mordechai, Alan Williamson**

### **NOTICE OF MEETING**

You are hereby summoned to attend a meeting of the Operations & Resources Committee to be held on **Monday 11<sup>th</sup> September 2023** commencing **6:30pm** at the **Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

**Members of the public can attend in person, submit questions in advance and or watch live via [www.facebook.com/woughtoncc](http://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 35/23 Apologies:**

To record apologies from members unable to attend the meeting.

### **OC 36/23 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 37/23 Chairs Announcements:**

To receive announcements from the Chair.

### **OC 38/23 Questions from the public (Max. 10 minutes):**

To receive questions/statements from members of the public.

### **OC 39/23 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 10<sup>th</sup> July 2023

**(Attached)**

### **OC 40/23 To inform the committee of the outcome of the External Audit:**

**(Report by the Council Manager & Audit Report Form attached)**

### **OC 41/23 To update the committee on HR issues:**

**(Report by the Council Manager attached)**

### **OC 42/23 To propose the appointment of an external HR company, to replace the 'ad hoc' agreement currently in place:**

**(Report by the Council Manager & HR Company quote attached)**

### **OC 43/23 To review the following policies noted and make changes where appropriate and / or refer to Full Council for agreement:**

- a. Officers expenses
- b. Redundancy
- c. Employee Handbook
- d. Grievance
- e. Volunteer

**(Report by the Council Manager attached)**

### **OC 44/23 To consider suitable bank account management and approaches:**

**(Report by the Council Manager attached)**

### **OC 45/23 To propose the commencement of the annual survey.**

**(Report by the Council Manager & Survey attached)**

**Date of next meeting:**

Monday 9<sup>th</sup> October 2023, 6:30pm at the Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.