

Tuesday 6<sup>th</sup> June 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 12<sup>th</sup> June 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](https://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 11/23 Apologies:**

To record apologies from members unable to attend the meeting.

### **OC 12/23 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 13/23 Chairs Announcements:**

To receive announcements from the Chair.

### **OC 14/23 Questions from the public (Max. 10 minutes):**

To receive questions/statements from members of the public.

### **OC 15/23 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 22<sup>nd</sup> May 2023

**(Attached)**

### **OC 16/23 To review the following policies noted and make changes where appropriate and / or refer to Full Council for agreement:**

- a. Financial Regulations 2023
- b. Write off and disposal policy
- c. GDPR and Data protection
- d. Information Policy
- e. Social Media Policy

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

### **OC 17/23 To propose a small working group to review the Emergency Incident Plan for the parish:**

**(Report by the Council Manager & Incident Plan attached)**

### **OC 18/23 To update this committee on preparations and proposals for community centre improvements:**

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

### **OC 19/23 To update council on the 2023/2024 budget:**

**(Verbal report by the Council Manager & budget sheet to follow)**

### **OC 20/23 To agree the Bank Reconciliations, list of payments and receipts for May 2023:**

**(Bank Reconciliations, list of payments and receipts to follow)**

**OC 21/23 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 22/23 To consider any relevant Human Resources Matters**

**Date of next meeting:**

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