

## Woughton Community Council

### Operations & Resources Committee

**Minutes of the meeting held on Monday 12<sup>th</sup> June 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), Donna Fuller, Penny Glasgow, Luke Louis, Ruth McMillan, Alan Williamson**

**Also present:**

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

**In attendance:**

Cllr April Rennie

**Also in attendance:**

One (1) member of the public.

**OC 11/23 Apologies:**

Cllr D'Anne Mordecai (personal)

**AGREED**

**OC 12/23 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**OC 13/23 Chairs Announcements:**

There will be an informal open meeting to be held on Tuesday 20<sup>th</sup> June 2023 on Netherfield and Wednesday 21<sup>st</sup> June 2023 on Beanhill, to try and encourage residents to stand as Councillors due to vacancies on both estates.

**NOTED**

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

There were no questions from the public.

**NOTED**

**OC 15/23 Minutes of the previous meeting:**

The minutes of the Operations & Resources Committee meeting held on Monday 22nd May 2023 Were **AGREED** as a true and correct record and signed by the Chair.

**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

**RESOLVED**

- 1. That the committee reviews the following polices:**
  - a. Financial Regulations 2023**
  - b. Write off and disposal policy.**
  - c. GDPR and Data protection**
  - d. Information Policy**
  - e. Social Media 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).**
- 4. To add in a) Financial Regulations 2023 under 1.12 “and”**
- 5. To add in b) Write off and disposal policy “that all outstanding debts will be pursued”**
- 6. To include in c) GDPR and Data protection that the GDPR Officer will be the Operations Manager, and to include this role in the job specification.**
- 7. To note that there are no changes proposed to the Information policy.**
- 8. To note that there are no changes proposed to the Social Media Policy.**

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

The Incident Plan, initially created pre 2020, was last reviewed in 2021 as part of the annual policy review. Following recent events, new equipment, partnership working, also following the recent implications due to the impact of the pandemic, a full review is now due.

A small working group, sitting within this committee to undertake the review process, is recommended. It is not envisaged that this will be a wholesale new document or approach, but more a look through to embed the learning and experiences that have changed since the first inception.

The working group will decide on the best time to meet, the frequency and format.

Members were asked to contact the Chair of this committee, if they were interested in being appointed onto the working group.

**RESOLVED**

- 1. That committee undertakes a review of the Emergency Incident Plan.**
- 2. That to facilitate this, a small working group or similar is created.**
- 3. That this working group sits under the Operations & Resources Committee, reporting back at each meeting.**
- 4. That the review work to be completed before the September 2023 meeting.**

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

Council has agreed to fund a series of improvements across the community buildings owned or managed by Woughton Community Council. This includes in the first instance, Coffee Hall Meeting Place and Tinkers Bridge Meeting Place, with funding agreed by Milton Keynes City Council. Whilst this funding has been agreed in principle, Woughton Community Council has yet to have any formal confirmation of this.

An agreement has also been reached that a large funding bid will be made to enable the refurbishment of the Netherfield Meeting Place, this bid will be prepared over the summer for submission in September 2023 and will, potentially, include a series of bids to enable the courts, parking, etc. to be improved, alongside the building itself.

Concerns have been raised with regard to the potential impact of closure of the two initial Meeting Places, as these host a series of community events each week which are considered essential, the community café, community meals, community larders all take place within the Coffee Hall Meeting Place and Tinkers Bridge Meeting Place and, with closures of each likely to be between four (4) to six (6) weeks, there is concern that the loss of these services will negatively impact on residents. To address this, alternative provision is being investigated and considered.

The Coffee Hall Meeting Place is, in some ways, much easier to manage as the Community Fridge sits separately and can, if necessary, host the Community Larder on a Wednesday. With the Chambers next door and potential use of the green space outside, the impacts of the meeting place closure can mostly be mitigated by use of these spaces and resources.

Tinkers Bridge Meeting Place is more challenging, with building closure meaning that there is no access to any of the spaces internally and, with nothing similar on the estate, options are more varied:

- Use of the Netherfield Meeting Place. This is a distance away (under 1km if walking) and is on a different estate. This may mean some people are unwilling to travel, but is within a reasonable distance. This would be the simplest way of providing an alternative venue and, whilst some additional storage would be needed, this could easily be placed within the 'courtyard' area. There is a kitchen which would be suitable for meal preparation and all the necessary equipment is in place. As things stand currently, there are no bookings that would need to be cancelled to enable this.
- Provision of a 'temporary' building or similar on Tinkers Bridge. This could be the trailer, a Portacabin type building (rented costs start at around £50 per week according to <https://www.checkatrade.com/blog/cost-guides/portable-office-hire-prices/>) or a container building that could be bought and then utilised elsewhere once works are finished. Costs vary and transport is an issue, but would cost around £8,000 delivered. There would be issues around utilities, permissions, placement, etc. but this would be a suitable base from which to work. It could also then be placed elsewhere or sold on. Use of a generator would help ensure basic facilities

could be provided. Officers would also work with the contractors to minimise the time where facilities were inaccessible, an external tap and socket would enable provision of water and electrics to any temporary provision and may be able to have these in place during the latter part of the week, where most provision takes place.

- Closure of the services for a period of four (4) to six (6) weeks. This is not felt suitable and would mean that for services such as the community larder, people would be unable to get the food that they have paid for.

The hope is that the work will be started and completed over the summer period to minimise disruption.

Further clarification will be needed once funding is in place to nail down exactly what alterations and improvements are wanted and this will be linked to the additional funding that is in place via the CIF scheme.

#### **RESOLVED**

- 1. That the committee notes the report.**
- 2. That the committee begins to consider approaches that they would like to see to 'cover' any closures and suspension of services during that time.**
- 3. That the committee agrees to any additional funds that may be needed to enable ongoing provision and decide what is a reasonable level to allocate.**
- 4. That the Council Manager and Ward Councillors continue to chase up Milton Keynes City Council for the agreed funding to enable works to start.**
- 5. That this report and any recommendations are shared with the Services & Communities Committee at their next meeting, to ensure that service provision can also be managed effectively.**

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

The budget sheet as presented to this meeting and the last meeting of Council is colour coded for each budget heading, budget headings have been revised.

Savings have been made on the vehicle leasing due to the timing of the end of the lease on the old vehicle, and councillor allowances due to their being vacancies, other areas of the budget have been identified where savings can be made.

An additional budget heading for grants has been added to show when payments have been made.

The budget should break even with savings being identified.

There will be more clarity on department spending due to the new budget headings.

#### **NOTED**

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

The Chair will sign off the Bank Reconciliations, list of payments and receipts for May 2023 after this meeting.

**NOTED**

**OC 21/23 To move and second and then to be put to the vote the following motion:**

**Cllr Sue Smith moved and Cllr Luke Louis seconded the following motion that was put to the vote and AGREED.**

**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:**

It was proposed to make a payment to a staff member due to a termination of employment because of ill health, and there being no other opportunity of employment in a different role within the organisation.

It was further proposed to arrange keep in touch days with another staff member, with this committee leading on the process, but to further consider at the next committee meeting.

**RESOLVED**

- 1. To make a payment to a staff member due to a termination of employment because of ill health, and there being no other opportunity of employment in a different role within the organisation.**
- 2. That no action will be taken at this point and the committee to further review any contact at the next meeting.**

**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.

**THE CHAIR CLOSED THE MEETING AT 7:26PM**

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