

Tuesday 7th November 2023

To: All members of the Operations & Resources Committee

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

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Operations & Resources Committee to be held on **Monday 13th November 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.

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/>

Steve McNay
Parish Manager

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.

AGENDA

OC 60/23 Apologies:

To record apologies from members unable to attend the meeting.

OC 61/23 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 62/23 Chairs Announcements:

To receive announcements from the Chair.

OC 63/23 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

OC 64/23 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 9th October 2023

(Attached)

OC 65/23 To agree the Terms of Reference for the internal audit:

(Report by the Council Manager & Terms of Reference attached)

OC 66/23 To agree to reappoint Auditing Solutions to undertake the Internal Audit for the 2023 / 2024 financial year:

(Verbal report by the Council Manager)

OC 67/23 To note the content of the new Safeguarding leaflet:

(Verbal report by the Council Manager)

OC 68/23 To consider the second draft of the 2024 / 2025 budget following from suggestions / ideas from the recent Councillors AwayDay:

(Verbal report by the Council Manager & second draft budget to follow)

OC 69/23 To update the committee on the responses from the budget consultation survey:

(Verbal report by the Council Manager & Budget Consultation survey statistics to follow)

OC 70/23 To sign off all bank reconciliations, bank balances and lists for payment:

(Verbal report by the Council Manager & Bank reconciliations, bank balances and lists for payments to follow)

OC 71/23 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 72/23 To consider various HR matters:
(Report by the Council Manager to follow)**

Date of next meeting:

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