

OPERATIONS AND RESOURCES COMMITTEE

Minutes of the meeting held on Monday 10th November 2025, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Deanna Norris (Chair), Sue Smith (Vice Chair), Tony Coughlan, Donna Fuller, Penny Glasgow, Charlie Marsh, Ruth McMillan, D'Anne Mordecai, April Rennie, Alan Williamson.

Also present:

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer – RFO)

OC 37/25 Apologies:

There were apologies received from Cllr Eamonn Bobey

RESOLVED - noted

OC 38/25 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.

There were no declarations received.

RESOLVED - noted

OC 39/25 Questions from the public (maximum 10 minutes):

There were no questions received.

RESOLVED - noted

OC 40/25 Chairs announcements:

The Chair thanked people for attending on Sunday for Remembrance and reminded people that tomorrow (11th Nov) see the Children's Parade.

The new play park has opened and is busy every day, which is really good to see.

RESOLVED - noted

OC 41/25 Minutes of previous meeting(s):

To receive and approve as a correct record the minutes of the meeting held on:

- Monday October 2025.

Proposed by: Cllr Norris. Seconded by: Cllr Smith.

RESOLVED by way of unanimous vote

OC 42/25 To review and approve the bank reconciliation and payments made during the month of October 2025

To ensure suitable committee oversight of payments made and to ensure bank reconciliations are correct, in line with relevant financial process and procedures, Cllrs Norris and Smith evaluated the bank reconciliation and checked payments made and stated that they were all in order.

Proposal:



That the committee approves the attached documents, as checked, covering bank reconciliation and payments made during the month of October 2025.

**Proposed by: Cllr Norris. Seconded by: Cllr Glasgow.
RESOLVED by way of majority vote.**

OC 43/25 To review and approve the following policies:

- a) Banking procedures – no major changes
- b) Dignity at Work – inclusion of the Prevention of Sexual Harassment Policy
- c) Retention and Disposal – some updated on the ‘key’.
- d) Social Media – changes to the ‘liking’ and supporting elements, to protect the reputation of the council.
- e) Write off and disposal – no major changes.

The Council Manager spoke to the paper, detailing the mainly minor changes that have been made, as noted above.

It was suggested that some additional elements would be helpful in the Social Media policy, covering the broadcasting of meetings.

Proposal:

That the committee agrees to the noted changes and ratifies the attached policies, in line with the review cycles, with the additional inclusion of information relating to the broadcasting of meetings within the Social media policy (namely the replacement of ‘blogs’ with ‘broadcasts’ in the scope section, and the inclusion of ‘videos’ in the ‘key principles’ section)

**Proposed by: Cllr Norris. Seconded by: Cllr Coughlan
RESOLVED by way of unanimous vote.**

OC 44/25 To continue budget discussions for the 2026/2027 council year.

To continue considerations of the 2026/27 budget, plus three-year projections, with updated information regarding tax base.

OC 45/25 Precept consideration

To provide an initial recommendation on any precept level for the 2025/26 council year, considering the budget, feedback to this point via the survey

These two items were taken together, covering both budgets and precepts. To help with this, the Council Manager gave details of the tax base, how this works. There was discussion around both the coming year and the two years further on, including the loss of LCTRS and impact on budgets. Additional information was provided and clarification on previously discussed items for inclusion. The RFO will provide a variety of ‘scenarios’ with differing levels of precept, including three / four / five year projections, etc. for consideration at the December meeting, so a formal recommendation can be provided for Full Council ratification in December.

RESOLVED – noted.

OC 46/25 Public Bodies (Admission to Meetings) Act 1960

To propose, second and vote on the following motion:

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.

**Proposed by: Cllr Norris. Seconded by: Cllr Marsh
RESOLVED by way of unanimous vote**



OC 47/25 To update the committee on the recruitment process for the Operations Manager / Deputy Clerk position

The committee was provided with information on the shortlisting and proposed interviewing schedule, alongside proposals for the interviewing and selection process. Committee considered the proposed questions, ensuring that the priorities of the council were covered (focus on community, etc.) and clarifying the questions and process.

RESOLVED – noted.

Date of next meeting:

Monday 8th December 2025 @ 6.00pm

Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 6.52PM

Chair _____ Date _____

