

OPERATIONS AND RESOURCES COMMITTEE

Minutes of the meeting held on Monday 13th October 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) (left 18.26), Eamonn Bobey, Tony Coughlan, Penny Glasgow (left 18.26), Charlie Marsh, Ruth McMillan, D'Anne Mordecai, April Rennie, Alan Williamson.

Also present:

Steve McNay (Council Manager)
Marta Sobis (Responsible Finance Officer – RFO)

OC 26/25 Apologies:

There were apologies received from Cllr D'Anne Mordecai

RESOLVED - noted

OC 27/25 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 28/25 Questions from the public (maximum 10 minutes):

There were no questions received.

RESOLVED - noted

OC 29/25 Chairs announcements:

There were no announcement.

RESOLVED - noted

OC 30/25 Minutes of previous meeting(s):

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

- Tuesday 9th September 2025.

Proposed by: Cllr Norris. Seconded by: Cllr Rennie.

RESOLVED by way of unanimous vote

OC 31/25 To review and approve the bank reconciliation and payments made during the months of August and September 2025

Cllrs Smith and Norris checked the papers prior to the meeting, ensuring all complete and accurate. It was noted that the agenda had stated 'May / June / July', but that the process was the same.

Proposal:

That the committee approves the bank reconciliations and payments made during Aug - Sept 2025, in line with the financial procedures and policies.

Proposed by: Cllr Norris. Seconded by: Cllr McMillan

RESOLVED by way of unanimous vote.

OC 32/25 To review and approve the following policies:

- a. Appraisal, 1to1 and Support Policy
- b. Lone Working
- c. Equality and diversity
- d. Sexual Harassment Prevention Policy
- e. Investment strategy
- f. Health and Safety Policy

The Council Manager spoke to the paper and policies noted, with minor changes made to the majority and the introduction of the new Sexual Harassment Prevention Policy. This follows on from the change in legislation, risk assessments, changes to existing policies and the training undertaken with both officers and councillors over the past year. With this in mind, a new policy detailing specifically the actions and expectation needed was developed and presented to committee.

Proposal:

The committee agrees to the changes proposed to existing policies and the ratification of the Sexual Harassment Prevention Policy, ratifying all with agreement to review in line with the dates stated.

Proposed by: Cllr Norris. Seconded by: Cllr McMillan.

RESOLVED by way of unanimous vote.

OC 33/25 To consider current budget (six-month review)

The committee reviewed the paper, which was spoken to by the RFO. The committee reviewed the half year budget position for the current year, identifying areas of note.

RESOLVED – information only

OC 34/25 To continue budget discussions for the 2026/2027 council year.

The committee continued considerations of the 2026/27 budget, plus three-year projections, with a view to having a clear proposal for November. The RFO spoke to the document, explaining the process, updating with new information where available. This included provision of the five-year refurbishments, repairs and replacement programme. There was also discussion around the ongoing support to the community fridges, with a query around longer term funding towards the Food Connect service.

RESOLVED – information only

OC 35/25 To provide an update on proposed refurbishment works on Chambers, including replacement flooring, furniture and IT installation

The committee were updated on flooring options and had a chance to try a variety of chairs that were placed within the chambers. There was much discussion and suggestion that:

- Chairs needed to be well cushioned and, where possible, adjustable (height, arms, etc.)
- Flooring was agreed as Newport Oak and will be installed asap.

Proposal:

That the committee agrees to the installation of Newport Oak flooring withing the Chambers and suggests that chairs are obtained with good cushioning and adjustable elements where possible.

Proposed by: Cllr Rennie. Seconded by: Cllr Norris

RESOLVED by was of unanimous vote.

OC 36/25 To update the committee on the recruitment process for the Operations Manager / Deputy Clerk position



The Council Manager provided information on the job specification and advert that has been used, alongside proposals for the interviewing and selection process. The Chair requested details of interview dates (as they will be part of the panel) and there was also a request for updated photographs for councillors to be used in publicity.

RESOLVED – information only

Date of next meeting:

Monday 10th November 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 6.57PM

Chair _____ Date _____

