



# WOUGHTON COMMUNITY COUNCIL

The Council Hub, Local Centre, Garraways, Coffee Hall, MK6 5EG  
www.woughtoncommunitycouncil.gov.uk 01908 359681

## OPERATIONS AND RESOURCES COMMITTEE

Tuesday 6<sup>th</sup> January 2026

To: All members of the **Operations & Resources Committee**

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

### Notice of Meeting

You are hereby summoned to attend a meeting of the **Operations and Resources Committee** to be held on **Monday 12<sup>th</sup> January 2026** commencing at **6:00pm** at the **Woughton Community Council Hub, The Local Centre, Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

Steve McNay  
Council Manager

**Please ensure that your mobile phone and other electronic equipment is switched to silent or is switched off completely during the meeting.**

Members of the public can attend in person, submit questions in advance and or watch live via [www.facebook.com/woughtoncc](http://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 full Calendar of Meetings can be accessed from the following link on the website:

<https://www.woughtoncommunitycouncil.gov.uk/calendars/>



## AGENDA

### **OC 58/25 Apologies:**

To receive and accept apologies from members unable to attend the meeting.

### **OC 59/25 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.

### **OC 60/25 Questions from the public (maximum 10 minutes):**

To receive questions and statements from members of the public.

### **OC 61/25 Chairs announcements:**

To receive announcements from the Chair.

### **OC 62/25 Minutes of previous meeting(s):**

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

- Monday 10<sup>th</sup> December 2025.

**(Attached)**

### **OC 63/25 To review and approve the bank reconciliation and payments made during the months of November and December 2025**

To ensure suitable committee oversight of payments made and to ensure bank reconciliations are correct, in line with relevant financial process and procedures.

**(To be provided at the meeting)**

### **OC 64/25 To review and approve the following policies:**

- a) Health and Safety Policy
- b) Menopause Policy
- c) Incident Plan

**(Policy reviews and overview paper attached)**

### **OC 65/25 To consider an approach to the 'Employers' Discretions Policy', with a view to formal agreement at the February meeting**

To comply with the rules of the pension provider, agreement should be reached and a policy decision agreed with regard to some key points. This item looks to get an idea of the committee's view on this, prior to formal agreement.

**(Paper attached)**

### **OC 66/25 To agree an IT provider for the coming year, in line with procurement processes.**

To consider the appointment of an IT provider for the coming year (from February 2026), considering the proposals submitted by IT companies.

**(Paper attached)**

### **OC 67/25 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 Page 3 of 3 publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.



**OC 68/25 To consider issues relating to community venue lease agreements**

Due to the nature of this item, papers will be provided at the meeting only.

**OC 69/25 To consider issues relating to HR.**

Due to the nature of this item, papers will be provided at the meeting only.

**Date of next meeting:**

**Monday 9<sup>th</sup> February 2026 @ 6.00pm**

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

