

## OPERATIONS AND RESOURCES COMMITTEE

**Minutes of the meeting held on Monday 9<sup>th</sup> March 2026, 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, Penny Glasgow, Charlie Marsh, Ruth McMillan, April Rennie, Alan Williamson.**

**Also present:**

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer – RFO)

Ian Tegerdine (Estates Manager)

Mable Kong-Rawlinson (Business Services Manager / Deputy Clerk)

**OC 70/25 Apologies:**

There were apologies received from Cllrs Bobey and Mordecai.

**RESOLVED - noted**

**OC 71/25 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 72/25 Questions from the public (maximum 10 minutes):**

There were no questions received.

**RESOLVED - noted**

**OC 73/25 Chairs announcements:**

The Chair shared details of the Men's Breakfast at No 99.

**RESOLVED - noted**

**OC 74/25 Minutes of previous meeting(s):**

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

- Monday 12<sup>th</sup> January 2025.

It was proposed that the minutes were a true and accurate record.

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

**RESOLVED by way of unanimous vote**

**OC 75/25 To review and approve the bank reconciliation and payments made during the months of January and February**

To ensure suitable committee oversight of payments made and to ensure bank reconciliations are correct, in line with relevant financial process and procedures, papers were presented and checked by the Chair and Vice Chair.

**Proposal:**

*That the financial documents provided, bank reconciliation and payments made, were correct and in line with agreed policy and procedure.*

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

**OC 76/25 To review and approve the following policies:**

- a) Incident Plan. With the minor update of a change to Cllr McMillans phone number, the policy was submitted with the changes agreed in January. These were:
- Inclusion of cyclists and pedestrians in traffic accidents
  - Changes to Residents Association list

**Proposal:**

*That the committee agrees to ratify the Incident Plan, with the changes noted.*

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

**OC 77/25 To ratify the 'Employers' Discretions Policy', following discussion at the previous meeting**

To comply with the rules of the pension provider, the RFO spoke to the updated paper that detailed the agreements made (at the January meeting). The overall view was that the pension is generous and that any variations would be made on an 'ad hoc' basis, considering the specifics of each situation. As a result, a formal policy was presented.

**Proposal:**

*That the Employers Discretions Policy presented is agreed and ratified as the policy for inclusion within the overall pension offer*

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

**OC 78/25 To receive and update on the buildings improvements and maintenance works undertaken, with future priorities highlighted.**

The Estates Manager spoke to the paper, explaining the works that have been undertaken, clarifying that there is further planned work including PAT testing on 15<sup>th</sup> May (councillors to provide power leads for tablets, if possible, alongside any other WCC electrical equipment). They also explained that further works are planned, including a fire system at No 95 (very much needed as recently condemned), doors in Chambers, etc. They also gave an update on the roof at Eaglestone Activity Centre (MKCC dealing).

Before and after pictures were requested by the committee.

**RESOLVED – noted.**

**OC 79/25 To receive an update on the budget for the current council year**

The RFO gave an anticipated end of year outturn, explaining that income was higher than anticipated and expenditure lower, leading to an end of year surplus of around £100k. This was noted as primarily around grants received and staffing posts unfilled.

The committee thanked the officers and the RFO for this work, noting that unfilled posts mean more work for others and specific thanks offered to Landscapers who have worked through a very, very wet winter.

**RESOLVED – noted.**

**OC 80/25 To begin considerations around policies relating to the use of Artificial Intelligence (AI) and associated programmes**



The Council Manager spoke to the paper, which offered initial documents relating to the provision of an AI policy, with a view to agreement on an approach that the council considers suitable. Various elements were considered, including AI making things up, needing to ensure that sources are cited, that 'closed systems' can be helpful (e.g. add policy documents and only use them for questions) and a need to consider any GDPR issues. AI is 'only as good as the input'.

It was suggested that WCC should consult with ALC / NALC / SLCC / etc. around whether they have anything, with councillors suggesting that there is a government system that could / should be utilised rather than reinventing the wheel.

**RESOLVED – noted and will be discussed further at forthcoming meetings.**

**Date of next meeting:**

**Monday 13<sup>th</sup> April 2026 @ 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 6.49PM**

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

