

## OPERATIONS AND RESOURCES COMMITTEE

Wednesday 8<sup>th</sup> April 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 13<sup>th</sup> April 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 81/25 Apologies:**

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

### **OC 82/25 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 83/25 Questions from the public (maximum 10 minutes):**

To receive questions and statements from members of the public.

### **OC 84/25 Chairs announcements:**

To receive announcements from the Chair.

### **OC 85/25 Minutes of previous meeting(s):**

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

- Monday 9<sup>th</sup> March 2025.

**(Attached)**

### **OC 86/25 To review and approve the bank reconciliation and payments made during the months of March 2026**

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 87/25 To review and approve the following policies:**

- a) Risk Register and Contingency Planning
- b) Councillor Allowances and Expenses
- c) Comments, Compliments & Complaints
- d) Councillor and Officer Protocol
- e) Information
- f) Data and GDPR
- g) General Privacy Statement
- h) Freedom of Information Publication Scheme
- i) Code of Conduct
- j) Guidelines for Broadcast

**(Policies via website, for consultation prior to presentation at the Annual Meeting)**

### **OC 88/25 To agree to a proposal regarding internal audit, in preparation for the Annual Meeting**

To propose and clarify that council has met the necessary standards around internal audit, with a view to formally appointing at the Annual Meeting.

**(Paper attached)**

### **OC 89/25 To propose implementation of the annual pay increase, in line with Green Book conditions.**

To agree to the implementation of the pay increase proposed by the 'employers' of 3.3%

**(Paper attached)**



**OC 90/25 To receive an update on the end of year figures**

To review the final figures from the end of the 2025/26 financial year.

**(Paper attached).**

**OC 91/25 To begin considerations of implementing HR policy suite provided by the HR consultants, to replace those currently in place (with a view to formal agreement in the new council year).**

To consider the replacement of the various policies that council has ratified, with policies provided by CHRGS, the HR consultants, with a view to them updating as and when needed (e.g. with legislative updates).

**(Policy documents available at [Policy document for review](#))**

**Date of next meeting:**

**TBC at the Annual Meeting**

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

