

OPERATIONS AND RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 9th September 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 14/25 Apologies:

There were no apologies received.

RESOLVED - noted

OC 15/25 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 16/25 Questions from the public (maximum 10 minutes):

There were no questions received.

RESOLVED - noted

OC 17/25 Chairs announcements:

The Chair noted that the Festival had taken place on the previous Saturday and members offered positive feedback regarding the day.

RESOLVED - noted

OC 18/25 Minutes of previous meeting(s):

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

- Monday 9th June 2025.

One change was noted at OC 02/25, in that Cllr Sue Smith was elected as Vice Chair, as opposed to Cllr Norris, who had been stated in the draft minutes. With this adjustment the minutes were agreed as an accurate representation of the meeting.

Proposed by: Cllr Norris. Seconded by: Cllr Mordecai.

RESOLVED by way of unanimous vote

OC 19/25 To review and approve the bank reconciliation and payments made during the months of May / June / July 2025

Cllrs Smith and Norris checked the papers prior to the meeting, ensuring all complete and accurate.



Proposal:

That the committee approves the bank reconciliations and payments made during May – July 2025, in line with the financial procedures and policies.

Proposed by: Cllr Norris. Seconded by: Cllr McMillan

RESOLVED by way of unanimous vote.

OC 20/25 To review and approve the following policies:

- Training and Development Policy
- Councillor Training Policy Statement
- Procurement Policy
- Officer Code of Conduct

The Council Manager spoke to the paper, explaining that there were some changes within the policies, but these were mainly a matter of language / grammar, rather than any change in policy. A few further spelling and grammatical changes were noted from councillors and with these issues resolved, the committee was happy with the changes.

The committee also suggested that it would be helpful to have a single policy that covers training for all within the council, rather than the two noted above, tasking the officers with developing an over-arching policy for next time the ratification process was needed. It was also suggested that the Officer Code of Conduct should be checked against other policies, to ensure that it isn't a policy for the sake of a policy but includes elements that are necessary and not covered elsewhere.

Proposal:

That the committee ratifies the policies with agreed changes and that the Council Manager / officer team will work on creation of an overarching training policy and check the Code of Conduct for suitability, prior to the next ratification.

Proposed by: Cllr Coughlan. Seconded by: Cllr McMillan

RESOLVED by way of unanimous vote.

OC 21/25 To consider current budget (five-month review) and initial discussions regarding the 2026/2027 budget

The RFO spoke to the paper, with a view to reviewing the budget for the current year and start considerations of the 2026/27 budget, plus three-year projections.

The five month mark for the current budget showed a healthy budget, with 40% of spend against a 41% of year gone – on target for the year. The RFO gave further details of issues of note (stated within the paper) and introduced the initial budget for the coming year.

This initial document showed that, based on early work, a balanced budget would be possible with a small, inflation-based precept increase (3%). This is a result of previous savings and staffing efficiencies, plus smaller reductions for the coming year in key areas (e.g. allowances). Councillors were encouraged to start considering the budget and would be able to get a good overview of finance issues for local councils at the training session on the 17th September.

RESOLVED - noted

OC 22/25 To consider any refurbishment works on Chambers, including replacement flooring, furniture and IT installation

The Council Manager spoke to the paper, with an aim to gain clear guidance on committee's views on refurbishment, including contractual obligations, with a view to further works and actions to prepare more fully. There was discussion around the priorities and agreement that flooring and chairs were needed, with a view that some 'samples' of both flooring and chairs for the committee to consider would be helpful. The Council Manager explained that the chair options provided were from an online provider, so this may prove tricky, but would try and gather a range of chairs for committee members to trial. In addition, further quotes for flooring would be required to comply with



the financial regulations, so this will also be completed. Checking the weather strips on the chamber doors was also suggested, to try and reduce water ingress.

Proposal:

That the Council Manager gets additional quotes for flooring and, where possible, provides samples for the committee to consider options for flooring and seating, bringing information back to this committee at the next meeting in October.

Proposed by: Cllr Rennie. Seconded by: Cllr Bobey.

RESOLVED by way of unanimous vote.

OC 23/25 To agree the procurement of a Fire Safety contract

The RFO spoke to the paper which included three (3) quotes with a proposal that we appoint the local, well regarded provider, as the prices offered were within a very small margin.

Proposal:

That the committee appoints Company 2 to provide the servicing and support for the fire and emergency lighting systems across the council.

Proposed by: Cllr Norris. Seconded by: Cllr Marsh

RESOLVED by way of unanimous vote.

OC 24/25 To move and second and then to be put to the vote the following motion:

Proposal:

Public Bodies (Admission to Meetings) Act 1960 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 Mordecai

RESOLVED by way of unanimous vote.

OC 25/25 To discuss and agree issues relating to Human Resources

The Council Manager spoke regarding the HR issues that are current, specifically regarding the Operations Manager post, which has become vacant. The committee agreed that an appointment to this type of role was needed, suggesting that the job description provided within the papers pack was reflective of what was needed. It was suggested that the position could be offered on a part time or full-time basis, with the possibility of any additional hours being used to appoint an administrator.

Proposal:

That the Council Manager is tasked with advertising and recruiting to the agreed role, with a view that part time OR full-time hours would be possible (with a minimum of 3 days per week / 22.5 hours being needed).

Date of next meeting:

Monday 13th October 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 7.16PM

Chair _____ Date _____

