

OPERATIONS AND RESOURCES COMMITTEE

Tuesday 7th October 2025

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 13th October 2025** 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.

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 26/25 Apologies:

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

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.

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

To receive questions and statements from members of the public.

OC 29/25 Chairs announcements:

To receive announcements from the Chair.

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.

(Attached)

OC 31/25 To review and approve the bank reconciliation and payments made during the months of May / June / July 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 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

(Covering paper and proposed policy documents attached)

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

To review the half year budget position for the current year, identifying areas of note.

(Budget and paper attached)

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

To continue considerations of the 2026/27 budget, plus three-year projections, with a view to having a clear proposal for November.

(Updated budget proposal attached)

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

To update on options, provide updated quotes and suggest potential flooring, based on samples provided, plus chair options that are available.

(Verbal update and samples at the meeting)



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

To provide information on the job specification and advert that has been used, alongside proposals for the interviewing and selection process.

(Applicant Pack attached – verbal update).

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.

