

OPERATIONS AND RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 13th May 2026, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

It should be noted that this was a 'shared meeting', that included Planning prior to the start of this meeting, meaning the start time was actually 6.27pm

Present: Cllrs Deanna Norris (Chair), Sue Smith (Vice Chair), Tony Coughlan, Penny Glasgow, Charlie Marsh, D'Anne Mordecai, April Rennie, Alan Williamson.

Also present:

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer – RFO)

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

OC 01/26 To elect a Chair

Following the start of the new council year and the new committee makeup, Election of a Chair for the 2026/27 council year.

Cllr Deanna Norris was proposed as Chair by Cllr Rennie, seconded by Cllr Glasgow. There were no further nominations and Cllr Norris was voted in unanimously

RESOLVED by way of unanimous vote. Cllr Norris is Chair of the Committee for the coming council year.

OC 02/26 To elect a Vice Chair

Following the start of the new council year and the new committee makeup, Election of a Vice Chair for the 2026/27 council year.

Cllr April Rennie was nominated by Cllrs Mordecai and Norris.

Cllr Smith was nominated by Cllrs Marsh and Williamson.

A vote was held with Cllr Smith receiving the majority of votes.

RESOLVED by way of majority vote. Cllr Smith is Vice Chair of the Committee for the coming council year.

OC 03/26 Apologies:

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

Apologies were received from Cllrs McMillan and Bobey.

RESOLVED – noted

OC 04/26 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.

No declarations were made or submitted.

RESOLVED – noted

OC 05/26 Questions from the public (maximum 10 minutes):



To receive questions and statements from members of the public.

No questions were received.

RESOLVED – noted

OC 06/26 Chairs announcements:

To receive announcements from the Chair.

The Chair made no announcements

RESOLVED – noted

OC 07/26 Minutes of previous meeting(s):

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

- **Monday 13th April 2025.**

The minutes were proposed as a full and accurate record by Cllr Norris, seconded by Cllr Glasgow and **RESOLVED by way of unanimous vote.**

OC 08/26 To review and approve the bank reconciliation and payments made during the month of April 2026

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

The papers were reviewed and checked by members of the committee.

Proposal

That the bank reconciliations and associated papers are agreed as accurate a reflective of actions taken

Proposed by: Cllr Norris. Seconded by: Cllr Marsh

RESOLVED by way of unanimous vote

OC 09/26 To receive an end of year spending breakdown

With end of year now complete, for the committee to review spending during the previous financial year.

The RFO spoke to the paper, explaining that after the adjustments have been made (pre payments and similar), that the final surplus is slightly higher than as reported at the previous meeting. This reflects the issues previously noted: staffing gaps, increased income and lower spending in key areas.

RESOLVED – noted

OC 10/26 To propose the ratification of policies from CHRGS and agreement that these will be used as 'default', due to updates and legislative changes.

The Business Services Manager spoke to the paper and explaining the back ground to the changes suggested. 157 new changes in legislation around HR, new 'Fair Rights Agency' being created and the need for clear record keeping were all noted.

With the policy suite provided through the HR agreement we have, it was suggested that using this suite of policies, rather than the diverse policies currently in place, would provide a more joined up approach, and with the provider ensuring updating takes place, would also reduce workload on officers and this committee.

Proposal

The committee agrees to use the CHRGS policy suite for HR and associated policies

Proposed by: Cllr Norris. Seconded by: Cllr Rennie

RESOLVED by way of unanimous vote

OC 11/26 To receive updates on employment law changes that may impact the council



Following recent legislative changes, information regarding impact on WCC policy, process and actions.

Discussion around this issue was included in the rationale for the previous discussion.

RESOLVED - noted

Date of next meeting: 8th June 2026

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 _____

