Woughton Community Council

WOUGHTON COMMUNITY COUNCIL

The Council Hub, Local Centre, Garraways, Coffee Hall, MK6 5EG
www.woughtoncommunitycouncil.gov.uk 01908 359681

OPERATIONS AND RESOURCES COMMITTEE

Minutes of the meeting held on Monday 12th October, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Sue Smith (Vice Chair – Chair of this meeting), Liz Simpkins, 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)
Eamonn Bobey (Councillor – Netherfield Ward)

OC 39/26 Apologies:
Apologies were received from Cllrs Deanna Norris and Ruth McMillan. It was proposed that a three month dispensation was considered for Cllr McMillan.
Proposal.
That a three month dispensation and agreement for a 'standing apology' is agreed for Cllr McMillan
Proposed by: Cllr Smith. Seconded by Cllr Rennie.
RESOLVED – by way of unanimous vote

OC 40/26 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
RESOLVED - Noted

OC 41/26 Questions from the public (maximum 10 minutes):
No questions were received.
RESOLVED - Noted

OC 42/26 Chairs announcements:
The Chair updated the committee on upcoming activities:

- Training taking place on Wednesday – Budget Setting
- Saturday 17th – Jumble Sale @ CH between 11am – 2pm (funds to go towards Games Night)
- Wellbeing Walk and Talk on Fridays
- Tuesdays is Women's Group between 10 – 11.30.
- Saturdays is Men's Breakfast
- Update on Santa Sleigh due
- Remembrance will be Sunday 8th November with the Children's Parade on 11th November
- 22nd December is the Mears Christmas Meal. Bookings being taken

RESOLVED - Noted

OC 43/26 Minutes of previous meeting(s):

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

- Monday 7th September 2025.

Proposed as a true and accurate record by Cllr Smith, seconded by Cllr Glasgow and RESOLVED – by way of a unanimous vote.

OC 44/26 To review and approve the bank reconciliation and payments made during the Month of September 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 examined by members of the committee

Proposal:

That the bank reconciliations and associated documentation are agreed as correct and examined

Proposed by Cllr Smith. Seconded by: Cllr Mordecai

RESOLVED by way of majority vote. Cllr Rennie abstained and later reviewed the papers.

OC 45/26 To provide a half year budget update and initial consideration for 2027/28 budget

As halfway through the financial year, the committee reviewed current situation and considered next year's budget. The RFO spoke to the paper and attached initial budget proposal, explaining the this was an 'incremental budgeting' approach, looking at realistic increases based on both known and assumed increases (e.g. inflation, rising costs of energy, etc.). It was agreed that further work would be undertaken at the session on Wednesday and that the budget would continue to be discussed with a view to completion in December.

RESOLVED - noted

OC 46/26 To provide updates on grant submissions

Following discussions and email updates, the Council Manager confirmed submissions of grant applications to the Carbon Neutrality Fund and the Unity Trust Environment Fund, plus updates on other funding considerations (non precept). The challenges were explained in terms of the timescales placed by funders (especially MKCC re: Carbon funding). It was also noted that the Football Foundation are considering an approach to refurbish the court behind NFMP, with lots of engagement needed. Section 106 funding also for use for playpark refurbishment on Netherfield. Clarification on the biodiversity funding was also made around pond area in EAC, etc. Updates will be prepared once there is an agreement from MKCC around how the new funding may work. Lease agreement were also noted again – they remain outstanding.

RESOLVED - noted

OC 47/26 To consider any issues for inclusion within procurement of Information Technology services

As the contract for current IT ends in February, consideration of any issues that committee would like included in any procurement proposal were discussed. The Business Services Manager (BSM) spoke to the paper and requested that any queries, preferences or comments were made to contribute to the procurement process. Compatibility with Apple products was requested.

RESOLVED - noted

OC 48/26 To confirm compliance with the LGPS pension scheme

Following a recent review, to provide information about compliance with the pension scheme providers rules and regulations. WCC is compliant with all requests and agreements and the pension scheme is happy with WCC performance. The Chair offered thanks to officers for this achievement.

RESOLVED - noted

OC 49/26 Confirmation of Crisis Resilience Funding from MKCC and consideration of becoming a 'voucher distributer'.
The Council manager confirmed the award of monies towards the provision of services over winter and also started the conversation as to whether WCC should consider becoming a voucher distributer for crisis funding to individuals. Concerns were noted that this may change the relationship between us and our residents (e.g. needing to have evidence of need, requesting additional 'proof' that they are deserving, etc.) and that this was not something that was wanted. It was agreed that the Council Manager will gather further clarity on the information needed to be able to offer any clarity on this and return to this committee once received.
RESOLVED - noted

OC 50/26 To consider renewal of the Employee (and Councillor) Assistance Programme
Following the renewal request, to consider whether to renew the EAP programme, provided via Bucks and MK ALC. This is a scheme that offers support to both employees and councillors – counselling, advice, apps, etc. This has been helpful for some in the past and the cost is reasonable.
Proposal
That the EAP is renewed for all for a further 12 month period.
Proposed by: Cllr Smith. Seconded by: Cllr Rennie
RESOLVED by way of unanimous vote

OC 51/26 To consider inclusion in a Community Energy scheme
The committee considered use of WCC managed buildings for inclusion in a community solar energy scheme. It was felt that further information was needed prior to any decision and so the Council Manager was tasked with continuing to investigate and gather further information. In the initial stage, this is simply to consider whether the buildings should be considered for a full evaluation by the scheme.
Proposal
That the Council Manager gets further information about the scheme and reports back to the committee once received.
Proposed by: Cllr Glasgow. Seconded by: Cllr Simpkins
RESOLVED by way of unanimous vote

Date of next meeting: 9th November 2026
Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 6.42PM

Chair _____ Date _____