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 7th September, 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), Liz Simpkins, Tony Coughlan, Penny Glasgow, Charlie Marsh, D'Anne Mordecai, and Alan Williamson.

Also present:
Steve McNay (Council Manager)
Marta Sobis (Responsible Finance Officer – RFO)
Mable Kong-Rawlinson (Business Services Manager / Deputy Clerk)

OC 25/26 Apologies:
Apologies were received from Cllrs April Rennie and Ruth McMillan. Apologies were also received from Cllr Simpkins, who arrived later in the meeting and so were rescinded.
RESOLVED - Noted

OC 26/26 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 27/26 Questions from the public (maximum 10 minutes):
No questions were received.
RESOLVED - Noted

OC 28/26 Chairs announcements:
The Chair reminded all present that Apple Day will take place on 26th September 11- 3 at the Community Garden. They also thanked all involved for their hard work on the Festival at the weekend.
RESOLVED - Noted

OC 29/26 Minutes of previous meeting(s):
To receive and approve as a correct record the minutes of the meeting held on:

- Monday 8th June 2025.

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

OC 30/26 To review and approve the bank reconciliation and payments made during the months of June, July and August 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 paperwork was checked by both Cllr Norris and Smith, who considered all in order.

Proposal:
That the financial records are in order and agreed as a true and accurate record
Proposed by: Cllr Norris. Seconded by: Cllr Williamson
RESOLVED by way of unanimous vote.

OC 31/26 To consider content of the Annual Survey
The committee felt that specific questions around community involvement, such as membership of any incident response group, neighbourhood planning and standing as a councillor would be a useful inclusion in the survey, with the remainder of the questions being helpful as they are.
RESOLVED - Noted

OC 32/26 To note the barrier to CIF application and consider further actions
The Council Manager explained that the proposed application for the Community Infrastructure Fund had been halted, due to noncompliance as no planning permission in place. The Council Manager will continue to explore funding opportunities and look at planning as a matter of priority.
RESOLVED - Noted

OC 33/26 To note the submission of the 'project activation form' for the Football Foundation funding for Netherfield MUGA
Following agreement to proceed with the project, to review the approach requested from the Football Foundation and agree next steps, including a Community Engagement approach and plan that needs to be developed over the coming month.
RESOLVED - Noted

OC 34/26 To confirm the pay agreement for 2026/2027
Following agreement between the Unions and the Employers, it was confirmed that the pay agreement is in line with the previously agreed levels from this committee and that there was no further action needed.
RESOLVED - Noted

OC 35/26 To agree to signing the 'letter of engagement' for the internal auditor
Following agreement at the annual meeting, to formally sign the letter of engagement for Auditing Solutions that covers the terms and conditions that are relevant to the relationship between the auditors and the council.
Proposal:
That the committee agrees to the Council Manager signing the letter of engagement on behalf of the council.
Proposed by: Cllr Norris. Seconded by: Cllr Marsh
RESOLVED by way of unanimous vote.

OC 36/26 To propose moving into private sessions, under the 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 Smith.
RESOLVED by way of unanimous vote.

OC 37/26 To review procurement of HR Support services
The Business Services Manager provided an overview of the comprehensive report provided, covering the process and recommendation for HR support services. After consideration and by

comparing proposals and costings, the recommendation was that CHRGS were appointed on a three year contract.

Proposal:

That CHRGS are appointed as the HR advisors to Woughton Community Council for a period of three (3) years).

Proposed by: Cllr Norris. Seconded by: Cllr Smith.

RESOLVED by way of unanimous vote.

OC 38/26 To address personnel issues of a confidential nature

The Council Manager shared information regarding staffing issues, including the changes of personnel within the food directorate and possible next steps.

RESOLVED - Noted

Date of next meeting: 12th October 2026

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

THE CHAIR CLOSED THE MEETING AT 7.19PM

Chair _____ Date _____