

Monday 25<sup>th</sup> June 2018

**To: All members of the Operations Committee**

**Cllrs Jordan Coventry (Chair), Pam Wilson (Vice Chair),** Tina El-Shabrawy, Donna Fuller, Philip Hopcraft, Sue Luttmann, John Orr, Archibald Prempeh, Pauline Prop, Sue Smith, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson, Geoff Woolmore

### **NOTICE OF MEETING**

You are hereby summoned to attend a meeting of the Operations Committee to be held on **Monday 2<sup>nd</sup> July 2018** commencing at **6:00pm** at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

**Members of the public are welcome to attend.**



Brian Barton  
Committee and Member Services Officer

**Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting**

### **AGENDA**

**OC 12/18 Apologies:**

To record apologies from members unable to attend the meeting.

**OC 13/18 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 14/18 Chairs Announcements:**

To receive announcements from the Chair.

**OC 15/18 Questions from the public (Max. 10 minutes):**

To receive questions/statements from members of the public.

**OC 16/18 Minutes of the previous meeting:**

To receive and approve as a true and correct record the minutes of the Operations meeting held on Monday 21<sup>st</sup> May 2018.

**(Attached)**

**OC 17/18 Report on the financial assessment for the implementation of the GDPR legislation:**

**(Report attached)**

**OC 18/18 To review and agree the Gifts and Hospitality policy for Officers of Woughton Community Council:**

**(Policy attached)**

**OC 19/19 To update the Operations Committee meeting on the fire risk assessments for the Coffee Hall Meeting Place:**

**(Verbal report)**

**OC 20/18 To note the Staff Induction documents:**

**(Report attached)**

**OC 21/18 To consider appointing 'Link officer' for all estates:**

**(Report attached)**

**OC 22/18 To agree the Councillor roles and responsibilities and the expectations which Woughton Community Council expects from its Councillors:**

**(Report attached)**

**To move and second the following motion:**

**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.

**OC 23/18 To consider the quotes for an alternate I.T provider:**

**(Report attached)**

**Date of next meeting:**

Monday 3<sup>rd</sup> September 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes