

Monday 5th March 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, 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 12th March 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.

B. Barton

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 01/18 Apologies:

To record apologies from members unable to attend the meeting.

OC 02/18 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 03/18 Chairs Announcements:

To receive announcements from the Chair.

OC 04/18 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

OC 05/18 Minutes of the previous meeting:

To receive and approve as a true and correct record the minutes of the Operations meeting held on Monday 12th March 2018.

(Attached)

**OC 06/18 To discuss tracking for equipment used by the Landscaping Team:
(Verbal report)**

**OC 07/18 To provide update on meeting places FRA (fire risk assessments)
and compliance:
(Verbal report)**

**OC 08/18 To discuss current IT Support provider:
(Verbal report)**

**OC 09/18 To assess quotation from alternate provider (GDPR COMPLIANT) To
discuss necessary changes/amendments/alterations to be made for GDPR:
(Quote to follow)**

**OC 10/18 To discuss implementation of policies introduced:
(Verbal report)**

**OC 11/18 To discuss HR/Induction process moving forward:
(Verbal report)**

Date of next meeting:

Monday 2nd July 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes