

Operations Committee

Minutes of the meeting held on Monday 2nd July 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall

Present: Cllrs Jordan Coventry (Chair), Pam Wilson (Vice Chair), Donna Fuller, Phillip Hopcraft, Pauline Prop, Sue Smith, Thillai Visvendran, Alan Williamson, Geoff Woolmore.

Also present: Steve McNay (Council Manager), Samone Winsborough (Responsible Financial Officer / Operations Manager), Brian Barton (Committee & Member Services Officer).

In attendance: Cllr Kevin Wilson.

Absent: Cllrs Tina El-Shabrawy, Archibald Prempeh, Geoff Woolmore.

OC 12/18 Apologies:

Received from Cllrs Sue Luttmann (unwell), Yvonne Tomlinson (holiday).

AGREED

OC 13/18 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 14/18 Chairs Announcements:

There will be an update on the Emergency Plan at the next committee meeting.

Volunteers briefing for the Four Bridges Festival will take place on Wednesday 4th July 2018 2:00pm and 7:00pm at the Oldbrook Centre.

NOTED

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

There were no questions from the members of the public.

NOTED

OC 16/18 Minutes of the previous meeting:

The minutes of the Operations Committee meeting held on Monday 21st May 2018, were **AGREED** and signed by the Chair as a true and correct record.

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

RESOLVED

1. That the Committee notes the report.

2. That the Committee supports the allocation of defined expenditure (up to £10,000) with regard to training, infrastructure and equipment.
3. That the Council Manager provides reports to the Committee until full implementation of GDPR policies and processes are embedded.
4. That written guidelines are provided to Members on the use and supply of I.T along with the implications of the GDPR legislation.
5. To provide costings for the supply of I.T to Members.
6. That a report is provided at the September Committee Meeting.

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

RESOLVED

1. To adopt the Gifts and Hospitality policy for Officers of Woughton Community Council.
2. To remove any reference to Councillors in the document.
3. To delete bullet, point one (1) on page one (1) “a foreign government.”

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

The meeting was informed that the Landscape Manager / Health & Safety Officer is progressing this matter.

NOTED

OC 20/18 To note the Staff Induction documents:

The meeting noted the implementation of the new staff induction documents.

RESOLVED

That the Committee notes the report.

OC 21/18 To consider appointing a ‘Link officer’ for all estates:

RESOLVED

1. That the Committee notes the report.
2. That the Committee agrees to defer consideration until an internal review has been completed.

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

The Chair said that he felt that any policy and or protocol should include what is expected from Councillors.

Cllr Donna Fuller added that it was important to also provide support for Councillors to be able to undertake their responsibilities effectively.

RESOLVED

1. That the committee notes the report.
2. That the committee considered whether the report as presented, represented the correct issues that can be reflected in a full policy and protocol which can be considered by the Committee at a future meeting.
3. To add that Woughton Community Council expects Members to attend wherever possible Full Council and Committee meetings.

4. To add that Woughton Community Council expects Members to serve on at least one (1) Committee.
5. To add that Woughton Community Council expects Members to work closely, and wherever possible attend meetings of their residents' associations and other local community groups/organisations.
6. To further consider at the September committee meeting drafting a full policy and protocol

The following motion was moved and seconded:

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:

RESOLVED

1. That the Committee notes the report.
2. To defer this agenda item to the September meeting so that further costs can be obtained for Members IT requirements to ensure full GDPR compliance.

Date of next meeting:

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

THE CHAIR CLOSED THE MEETING AT 7:08PM

Chair _____ Date _____