

Woughton Community Council

Operations Committee

Minutes of the meeting held on Monday 2nd September 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Jordan Coventry (Chair), Yvonne Tomlinson (Vice Chair), Elina Apse, Margaret Ferguson, Ruth McMillan, Sue Smith.

Also present: Steve McNay (Council Manager), Samone Winsborough (Financial Responsible Officer / Operations Manager).

In attendance: Cllr Donna Fuller.

OC 12/19 Apologies:

None received.

NOTED

OC 13/19 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 14/19 Chairs Announcements:

The Chair informed the meeting that there will be an Awayday which will be held on Saturday 7th September 2019 between 10:00am – 4:00pm at the Holiday Inn Hotel, Central Milton Keynes.

At the next Full Council meeting to be held on Monday 9th September 2019 there will be a presentation to Cllr Pam Wilson to award “The Freedom of the Parish of Woughton” to the late Alderman Kevin Wilson MBE.

NOTED

OC 15/19 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 16/19 Minutes of the previous meeting:

The minutes of the Operations Committee meeting held on Monday 17th June 2019 were **AGREED** and signed by the Chair as a true and correct record.

OC 17/19 Star Council shortlisting/NALC arrangements:

The Council Manager explained to the meeting the process and encouraged all Members to continue to encourage all their residents and community groups to vote.

The Council Manager also informed the meeting that he is continuing to push NALC and the Stadium MK for permission to park the trailer on the premises whilst the conference takes place.

RESOLVED

- 1. That the committee notes the report.**
- 2. That the committee and council as a whole continue to promote the vote.**

OC 18/19 Training Update:

Cllrs Elina Apse, Maggie Ferguson and Ruth McMillan have requested to attend the Finance training.

The meeting felt that more advanced Finance training is needed for experienced Members.

Cllr Donna Fuller asked that records are kept of all training undertaken by Members.

Cllr Maggie Ferguson requested to undertake more training if sessions are held as close to Milton Keynes if possible.

Cllr Donna Fuller asked that all matters relating to training is considered at the November Full Council meeting, The Council Manager will action this.

Members were also encouraged to access the resident training sessions if interested.

The Safeguarding training date is to be confirmed once it has been agreed.

RESOLVED

- 1. That the committee notes the report.**
- 2. That records are kept of training undertaken by Members.**
- 3. That all matters relating to training is considered at the November Full Council meeting, The Council Manager to action this.**

OC 19/19 Update on Branding - especially relating to the trailer:

The Council Manager explained that the tabled report contains some early ideas around the visual representations of the Parish. This will be developed and looked at to create a more integrated 'wrap' for the trailer / van.

The Council Manager said that he will take all visuals to the awayday.

The final decision on the visuals is delegated to the Council Manager.

RESOLVED

That the committee notes the report.

OC 20/19 2020/2021 operations committee service planning ideas - discussion only:

The Chair introduced this agenda item and suggested that the existing objectives from this and previous years' service plans, that have yet to be achieved, form the backbone for next years' service plan. These can be alongside a few other items.

Cllr Yvonne Tomlinson said that the promotion of extensive training and 1:1's, which is great, but there needs to be better attendance from Councillors.

Cllr Sue Smith said that she and the former Leader of the Council used to meet with Members, to ask for feedback and get an understanding of what their needs were. This was for self-development, rather than as a 'management' issue. to identify training needs, etc and wondered if this would be useful?

Cllr Maggie Ferguson said that she saw some of the training and felt quite daunted.

The Responsible Financial Officer would like to undertake some work around this to reduce anxiety and focus on supporting Councillors.

Cllr Yvonne Tomlinson explained that training she has attended has been relaxed and fun, not too high level and understandable and manageable. There is an acceptance that Members are not experts and the training is tailored accordingly.

Cllr Donna Fuller said that as a public servant, giving your time and finding the time to undertake the role of Councillor can be a tricky balance. However over time, you learn to say 'no' to some activities. A 1:1 is also about looking after Councillors and sharing experiences to make for more positive outcomes.

Cllr Elina Apse expressed concerns that a 1:1 discussion could be used against a Councillor, The Chair explained that this is not about judgement, but about development and support.

Cllr Yvonne Tomlinson said that training used to take place on a Monday when there were no meetings. Could this be started again, and if so, can more training on IT take place. The Responsible Financial Officer responded that Woughton Community Council has a support contract in place, so contact the Responsible Financial Officer if any issues arise.

RESOLVED

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to the priorities for the 2020/2021 Operations Service Plan.**

OC 21/19 To move and second the following resolution:

Cllr Yvonne Tomlinson Moved and Cllr Sue Smith seconded the following motion which was **AGREED**.

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 22/19 Peninsula renegotiation:

The Responsible Financial Officer updated the committee on the Peninsula Renegotiation.

There will be an update at the November Operations Committee meeting.

RESOLVED

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to take the Human Resources provision out to tender.**
- 3. To update the committee at the November Operations Committee meeting.**

OC 23/19 Caretakers update:

The Responsible Financial Officer updated the committee on the Caretaker Restructure.

There will be an update at the November Operations Committee meeting.

RESOLVED

- 1. That the committee notes the report.**
- 2. To give an update at the November Operations Committee meeting.**

Date of next meeting:

Monday 4th November 2019, 6:00pm at the Woughton Community Council Offices, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:52 PM

Chair _____ Date _____