

Woughton Community Council

Policy & Resources Committee

Minutes of the meeting held on Monday 15th July 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair), Elina Apse, Donna Fuller, Luke Louis, Ruth McMillan, Nick Scott, Yvonne Tomlinson, Alan Williamson.

Also present: Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager).

PR 01/19 Apologies:

Received from Cllr Janette Bobey (unwell).

AGREED

PR 02/19 Declarations of Interest:

There were no declarations of interest.

NOTED

PR 03/19 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

PR 04/19 Chairs announcements:

The Chair thanked all the staff and Councillors who had helped out at the Two Halls Park Festival on Coffee Hall, and especially to the Community Services Manager for all her hard work.

The Chair said that there will be a meeting on flood prevention on Wednesday 17th July 2019, 9:00am at the Coffee Hall Meeting Place.

The Council Manager informed the meeting that he will shortly be on annual leave.

The Summer activities booklet has been printed and delivered to the office for anyone that wants a copy.

There are spare tables available for any community group that wants them.

NOTED

PR 05/19 Minutes of the previous meeting:

The minutes of the Policy & Resources Committee meeting held on Monday 4th February 2019 were **AGREED** and signed by the Chair as a true and correct record.

PR 06/19 To develop a Waste Strategy for the Woughton area:

The meeting was informed that the Waste Strategy document needed updating.

Members suggested setting up a tool kit for those resident associations who have never undertaken a litter pick.

RECOMMENDATION:

1. That the committee notes the policy.
2. That the committee ratifies the policy.
3. That the committee agrees to a two (2) year review cycle.
4. To set up a tool kit for those resident associations who have never undertaken a litter pick.

PR 07/19 To adopt the following policy document:

The meeting was informed that the IT security policy needed updating.

The meeting asked that the policy is circulated to all Councillors.

Any Councillors that change the password to their tablet are to let the Committee and Member Services Officer know.

RESOLVED:

1. That the committee notes the policy.
2. That the committee ratifies the policy.
3. That the committee agrees to an annual review cycle for this policy.
4. To circulate the policy to all Councillors.

PR 08/19 To approve and sign off the April, May and June Bank

Reconciliations:

RESOLVED

To defer this agenda item to the next Policy & Resources Committee meeting.

PR 09/19 To review the methodology and operational use of the bookings system in conjunction with the sales ledger, and to consider the most effective method for reconciliation of the invoices to reduce the outstanding receipts:

RESOLVED

1. To defer this agenda item to the next meeting of the Operations Committee.
2. To consider if necessary, a new accounting software package.

Date of next meeting:

Monday 14th October 2019, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:33PM

Chair _____ Date _____

DRAFT