

Monday 13<sup>th</sup> January 2020

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

**Cllrs Jordan Coventry (Chair), Alan Williamson (Vice-Chair)** Elina Apse, Tina El-Shabrawry, Margaret Ferguson, Ruth McMillan, Sue Smith

### **NOTICE OF MEETING**

You are hereby summoned to attend a meeting of the Operations Committee to be held on **Monday 20<sup>th</sup> January 2020** 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.**

Steve McNay  
Parish Manager

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

### **AGENDA**

**OC 39/20 Apologies:**

To record apologies from members unable to attend the meeting.

**OC 40/20 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 41/20 Chairs Announcements:**

To receive announcements from the Chair.

**OC 42/20 Questions from the public (Max. 10 minutes):**

To receive questions/statements from members of the public.

**OC 43/20 Minutes of the previous meeting:**

To receive and approve as a true and correct record the minutes of the Operations Committee meeting held on:

- Monday 4<sup>th</sup> November 2019.  
(Attached)

**OC 44/20 To report on Christmas opening and decide policy for future years:  
(Report attached)**

**OC 45/20 To provide priorities for the 2020/2021 Service plan:  
(Report attached)**

**OC 46/20 To inform the Committee of the training budget as at December 2019:  
(Report attached)**

**OC 47/20 Incident Plan update report:  
(Report & plans attached)**

**OC 48/20 New policies report:**  
a) Redundancy Policy  
b) Offices Allowances & Expenses Policy  
(Report & policies attached)

**OC 49/20 To move and second the following resolution:**

**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 50/20 To update the Committee on the recent HR Tender:  
(Report attached)**

**Date of next meeting:**

Monday 16<sup>th</sup> March 2020, 6:00pm at the Woughton Community Council Offices, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes.