

Woughton Community Council

Operations Committee

Minutes of the meeting held on Monday 4th November 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Jordan Coventry (Chair), Elina Apse, Ruth McMillan, Sue Smith.

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

In attendance: Cllr Donna Fuller.

OC 24/19 Apologies:

Cllr Maggie Ferguson (Holiday).

Cllr Tina El-Shabrawry was absent and gave no apology.

AGREED

OC 25/19 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 26/19 Chairs Announcements:

The Chair informed the meeting that Woughton Community Council had recently won the Star Council Award at the NALC Conference.

The Responsible Financial Officer is still awaiting to hear from the HMRC regarding the PAYE payments, hopefully an update will be given at the next meeting.

NOTED

OC 27/19 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 28/19 Minutes of the previous meeting:

The minutes of the Operations Committee meeting held on Monday 2nd September 2019 were **AGREED** and signed by the Chair as a true and correct record.

OC 29/19 To elect a Vice-Chair for the Council Year 2019/2020:

Cllr Sue Smith nominated and Cllr Ruth McMillan seconded Cllr Alan Williamson for the position of Vice-Chair.

Cllr Alan Williamson accepted his nomination.

There were no further nominations.

RESOLVED

That Cllr Alan Williamson is elected Vice-Chair for the Council Year 2019/2020.

OC 30/19 To approve the following policies:

- a) Expenses Policy
- b) Social Media Policy

RESOLVED

- 1. That the committee agrees to this policy, to sit within a wider expenses policy that is attached.**
- 2. That the committee agrees to ratify the Expenses and Social Media policies, with a review cycle of every three (3) years.**

OC 31/19 To discuss branding for Woughton Community Council:

As discussed at previous meetings, work has been undertaken to provide clear and distinctive Woughton Community Council branding, as part of a wider look at communications.

The first phase of this work is now complete, and the Council Manager presented at the meeting a slideshow of the various proposed icons.

This will now form part of phase two (2), to provide 'wrapping' for the vehicles and trailer, to be used within the website redesign and inclusion in publicity materials, the Woughton Gazette and all relevant external communications.

RESOLVED

That the committee notes the report.

OC 32/19 To discuss the objectives for the 2019/2020 Service Plan:

It was proposed to tackle the outstanding items from the present Service Plan by including them in the 2020/2021 Service Plan.

To add to the 2020/2021 Service Plan "that Woughton Community Council will ensure to undertake more regular partnership engagement with the voluntary and community sector and other agencies"

RESOLVED

To add to the 2020/2021 Service Plan "that Woughton Community Council will ensure to undertake more regular partnership engagement with the voluntary and community sector and other agencies".

OC 33/19 To discuss all matters relating to Councillor training:

The Council Manager was asked to provide an overview of 'all information relating to councillor training', which is detailed in his report tabled at the meeting.

the Committee and Member Services Officer has been tasked with creating files for each member, recording all training that is undertaken in a format that is easily managed and understood. This can contribute to the members pages within the website, to show members commitment to development and training.

RESOLVED

1. That the committee notes the report.
2. That the committee supports a budget proposal to maintain a healthy training budget.
3. That the committee agrees to the Committee and Member Services Officer maintaining files for all members, to include records of all training undertaken.
4. That the Council Manager to approach the larger Parish & Town Councils to undertake joint training sessions and or to source other training providers.

OC 34/19 To agree to update the Incident Plan to include a Community Flood Plan and a protocol for bad weather:

The Council Manager informed the meeting about the preparations for emergency, incident, flood and snow planning.

Members felt that it was necessary for some training to be arranged on this subject.

RESOLVED

1. That the committee notes the report.
2. That the committee agrees to specific work around use of officers during snow incidents.
3. That the Community Flood Plan is included within a refreshed plan once completed.
4. That a fully refreshed plan is presented to this committee once the current work is completed.

OC 35/19 Staffing updates:

The Council Manager said that the recently appointed Community Development Officer will start on Monday 25th November 2019.

A Senior Landscape Operative has recently started work.

The Apprentice Landscape Operative is in post and consideration will need to be made at a future meeting, as to whether the appointment can be made on a more permanent basis.

NOTED

OC 36/19 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.

AGREED

OC 37/19 Caretakers update:

The Operations Manager informed the meeting that the Caretaker consultations have been completed with all relevant staff.

RESOLVED

That the committee notes the report.

OC 38/19 Update on the Peninsula renegotiation:

The Operations Manager updated the committee on reviewing a provider for outsourcing the Human Resources provision.

RESOLVED

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to the proposed suggestion of reviewing a provider for outsourcing the Human Resources provision.**

Date of next meeting:

Monday 20th January 2020, 6:00pm at the Woughton Community Council Offices, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:30 PM

Chair _____ Date _____