

Woughton Community Council

Operations Committee

Minutes of the meeting held on Monday 20th January 2020, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Jordan Coventry (Chair), Alan Williamson (Vice-Chair), Margaret Ferguson, Ruth McMillan, Liz Simpkins, 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 39/20 Apologies:

Received from Cllr Elina Apse (unwell)
Cllr Tina El-Shabrawry was absent and gave no apology.

AGREED

OC 40/20 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 41/20 Chairs Announcements:

The Chair informed the meeting that there are now new opening times for the Community Fridge held on a Monday from 6:00pm-6:30pm to 5:00pm-5:30pm.

The Chair reminded Members that there is an agenda item later in the meeting with a report tabled that will be held in private session, the contents of the paper should not be discussed with anyone outside of the meeting.

NOTED

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

There were no questions from the members of the public.

NOTED

OC 43/20 Minutes of the previous meeting:

To add "Cllr Alan Williamson" in attendance.

With the above amendment the minutes of the Operations Committee meeting held on Monday 4th November 2019 were **AGREED** and signed by the Chair as a true and correct record.

OC 44/20 To report on Christmas opening and decide policy for future years:

The Council Manager reported to the meeting on the proposed Christmas opening times and for the meeting to decide on the policy for future years.

RESOLVED

1. **That the committee notes the report.**
2. **That the committee agrees to closures in line with proposals in the tabled report.**
3. **That on leap years, an additional day is agreed as leave over the Christmas period.**
4. **That policy regarding leave is changed to ensure officers save sufficient leave to cover any outstanding days over the festive break period, to be informed at the start of the financial / leave year.**

OC 45/20 To provide priorities for the 2020/2021 Service plan:

The Operations Manager proposed the following priorities for the Operations 2020/2021 Service Plan:

- **Member Development** - Promotion of extensive training and regular 1 to 1 personal development with members to enhance knowledge, confidence and levels of engagement.
- **Policy and Procedure** – To ensure all policies are templated the same.
- **Communications** - To finalise and improve all ideas regarding communications inclusive of; notice boards, advertising, Woughton Gazette, website, social media and press.
- **Woughton Business Forum** - There is still a significant amount of work to take place in order to strengthen relationships with local businesses around the Woughton Community Council area.
- **Systems** - The Operations Manager would like to implement improved systems for logging tasks and monitoring KPI's, to provide a more efficient work force.

Members requested that the Council Manager produces a communications strategy document that can be considered at the next meeting and the awayday.

RESOLVED

1. **That the Committee notes the report.**
2. **That the Committee agrees to the priorities for the Operations Service Plan for the financial year 2020/2021.**
3. **That the Council Manager to produce a communications strategy document that can be considered at the next meeting and the awayday.**

OC 46/20 To inform the Committee of the training budget as at December 2019:

The Responsible Financial Officer informed the meeting that the training budget set for the Financial Year 2019/2020 was £15,000. As of December 2019 the total spend is £6,853.35p. Total spend is at circa 46%.

This is inclusive of both officer and member training, officer-based training such as landscape training, first aid course, NPTC training (landscape/environment), variety of training workshops for Councillors and conference attendance.

The Remainder of the budget left to spend is £8,146.65p.

It should be noted that there is expected requests for further officer training in covering the advice, community and youth services.

Members requested training on first aid and on the implementation of the incident plan.

If any Member has any training requirements, then they should let the Council Manager and Committee & Member Services Manager know.

RESOLVED

- 1. That the committee notes the report.**
- 2. To arrange training for Members on first aid and on the implementation of the Incident Plan.**

OC 47/20 Incident Plan update report:

The Council Manager updated the meeting on the Incident and Emergency Plans, specifically relating to weather and community issues.

It was proposed at the next meeting to discuss all aspects relating to the siting and use of grit bins, whether they should be lockable and if keys should be kept by Woughton Community Council or given to Resident Associations, residents should also be informed via the Woughton Gazette that they are entitled to use them.

Vulnerable residents should be identified and included in a register subject to GDPR regulations, with a named contact for use in an emergency.

It was further proposed that at the next meeting to discuss the equipment needs and programme for the use of the trailer.

RESOLVED

- 1. That the committee notes the report and attached Incident Plan addition.**
- 2. That the committee agrees to the inclusion of the new paper within the overall Incident Plan.**
- 3. That new councillors state whether they are happy to be included within the plan as contacts for their specific estates and for the parish more widely.**
- 4. That the committee receives updates on the creation of a Community Flood Plan as this is developed.**
- 5. That once agreed, the Community Flood Plan is included within the overall Incident Plan.**

6. To consider at the next meeting all aspects relating to grit bins in the Woughton area.
7. To consider at the next meeting the equipment needs and programme for the use of the trailer.

OC 48/20 New policies report:

The Council Manager informed the meeting that are two new policies relating to redundancy and expenses for Woughton Community Council Officers that have been updated and now need to be agreed.

RESOLVED

1. That the committee notes the report and attached policy documents.
2. That the committee agrees to ratify the Redundancy policy.
3. That the committee agrees to ratify the Expenses policy.
4. That both policies are added to the policy folder and reviewed in line with agreed review policy.

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.

AGREED

OC 50/20 To update the Committee on the recent HR Tender:

The Responsible Financial Officer updated the Committee on the recent HR Tender.

After some discussion the meeting agreed to appoint HR Services Partnership.

It was further agreed to consider prepaying for HR services if and when it is appropriate.

RESOLVED

1. That the Committee notes the report.
2. That the Committee agrees to appoint HR Services Partnership.
3. To consider prepaying for HR services if and when it is appropriate.

Date of next meeting:

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

THE CHAIR CLOSED THE MEETING AT 6:50 PM

Chair _____ Date _____