

Monday 2nd November 2020

To: All members of the Operations Committee

CLLrs Jordan Coventry (Chair), Alan Williamson (Vice-Chair) Elina Apse, Tina El-Shabrawry, Donna Fuller, Margaret Ferguson, Ruth McMillan, Liz Simpkins, Sue Smith

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Operations Committee to be held on **Monday 9th November 2020** commencing at **6:00pm** via Zoom Video Call.

Members of the public are welcome to view proceedings live via the Woughton Community Council Facebook Page.

Steve McNay
Parish Manager

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

AGENDA

OC 75/20 Apologies:

To record apologies from members unable to attend the meeting.

OC 76/20 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 77/20 Chairs Announcements:

To receive announcements from the Chair.

OC 78/20 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

OC 79/20 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 7th September 2020.

(Attached)

OC 80/20 Update on the hire of the Meeting Places:

(Report attached)

OC 81/20 Update on the Woughton Business Forum:

- (a) The draft Terms of Reference
- (b) The membership of the Working Group

(Report attached)

OC 82/20 Policy updates:

- a) Sickness Management.
- b) Health & Safety

(Report & Policies attached)

OC 83/20 To note the contract review process:

(Report attached)

OC 84/20 To review the reopening of the Woughton Community Council Hub:

(Report attached)

OC 85/20 To agree the attendees at the Mental Health First Aid Training Course:

(Report attached)

OC 86/20 To consider items for the 2021/2022 Service Plan:

(Report attached)

OC 87/20 Update on the improvements to the website:

(Report attached)

Date of next meeting:

Monday 11th January 2021, via Zoom Video Call and Facebook Live.