

## Woughton Community Council

### Operations Committee

**Minutes of the meeting held on Monday 11<sup>th</sup> January 2021, 6:00pm via Zoom Video Call and Facebook Live.**

**Present: Cllrs Jordan Coventry (Chair), Alan Williamson (Vice-Chair),** Elina Apse, Margaret Ferguson, Liz Simpkins, Sue Smith.

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

**In attendance:** Cllr Donna Fuller.

**OC 88/21 Apologies:**

Cllr Ruth McMillan (unwell).

**AGREED**

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

**NOTED**

**OC 89/21 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**OC 90/21 Chairs Announcements:**

The Chair informed the meeting that the Community Fridge service is still operating, but there will be some changes as to how it is run to ensure better safety for the staff, volunteers and members of the public.

**NOTED**

**OC 91/21 Questions from the public (Max. 10 minutes):**

There were no questions from the members of the public.

**NOTED**

**OC 92/21 Minutes of the previous meeting:**

The amend the minutes of the Operations Committee meeting held on Monday 9<sup>th</sup> November 2020, to indicate that Cllr Donna Fuller as being in attendance, as she is not a member of the committee, with that amendment the minutes were **AGREED** and will be signed by the Chair as a true and correct record.

**OC 93/21 To agree the following policies:**

- a. Safeguarding & Child Protection.
- b. E Safety.

**RESOLVED**

1. That the committee notes this report.
2. That the committee recommends an 'audit' of current safeguarding levels, to include:
  - Number of cases
  - 'Category' of concern (e.g. physical abuse, neglect, mental health)
  - Number of cases escalated and to where
  - Time spent by officers on safeguarding issues
  - Outcome of cases, if known
  - Any other relevant information that the Safeguarding Lead considers pertinent.
3. That this audit forms the basis of an action plan, identifying anything needed to strengthen the Woughton Community Council safeguarding response.
4. To adopt the Safeguarding & Child Protection policy.
5. To adopt the E Safety policy.

**OC 94/21 Service Plan:**

- a. Update on the 2020/2021 Service Plan.
- b. To consider any items for the 2021/2022 Service Plan.

**RESOLVED**

1. That the committee notes the report.
2. That the committee considers any additional items for the 2021/2022 Service Plan for inclusion.
3. That the final review of the 2021/2022 Service Plan and ratification from the committee takes place in March 2021.

**OC 95/21 Update on the operation of the Hub:**

The Council Manager updated the committee on the re-opening of the Hub.

Due to restrictions and increased limitations on what is allowed, the Hub should remain closed, other than the Community Fridge delivery, until such time as the situation changes.

Current government policy (and law) is that people should stay at home, work from home where possible, reduce travel, etc. The offices have remained closed since March 2020 and services will continue to be offered remotely, via the Community Fridge (when open) and over the phone.

**RESOLVED**

**That the Hub remains closed, in line with guidance, safety assessments and best practice.**

**OC 96/21 To update the committee on the Woughton Business Forum and membership of the initial 'Working Group':**

At the last committee meeting, the terms of reference were agreed, with the addition of 'places of worship' within the membership list. Also discussed was the

membership of an initial 'working group' to start planning and preparing for launch of the Woughton Business Forum, once the current situation with Covid-19 is resolved.

The previous meeting suggested (and minuted) the following as the initial membership of the working group:

The Council Manager (Steve McNay)  
Responsible Financial Officer (Samone Winsborough)  
Chair of Council (Cllr Sue Smith)  
Leader of the Council (Cllr Donna Fuller)  
Chair of the Operations Committee (Cllr Jordan Coventry)  
Cllr Liz Simpkins and  
Cllr Elina Apse

It is recommended that this remains the agreed working group to plan the initial engagement and focus for the Woughton Business Forum.

It is also suggested that a date be agreed for an initial meeting (to be held online) for the working group to start planning and defining the initial stage of the Woughton Business Forum.

**RESOLVED**

1. That the committee notes the report.
2. That the committee agrees to the proposed membership of the 'working group'.
3. That the Council Manager arranges an initial meeting of the Woughton Business Forum working group for January / February 2021.

**OC 97/21 To move, second and agree the following motion:**

**RESOLVED**

That Cllr Sue Smith moved and Cllr Maggie Ferguson seconded the following motion.

**OC 98/21 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 99/21 To agree the Accounting Software Tender:**

The Operations Manager informed the meeting of the accounting software tender taking place to seek an alternative provider to be appointed and in place by the 1<sup>st</sup> April 2021.

It was recommended to appoint Scribe to provide the accounting software.

**RESOLVED**

1. That the Committee notes the report.
2. That the Committee agrees to cancel the current contract with RBS (Rialtas Business Suite) as of 31<sup>st</sup> March 2021.

3. That the Committee agrees to commence a contract with Scribe as the recommended provider for the accounting software from 1<sup>st</sup> April 2021.
4. That the Committee agrees to recommended Scribe as the provider for the meeting place bookings software from 1<sup>st</sup> April 2021.
5. That the committee ratifies the appointment so that cancellation proceedings can commence with the current provider, and the setting up of the accounting software with the new provider can be arranged ahead of time.

**OC 100/21 To update the committee on the contract reviews:**

The Operations Manager informed the meeting of the upcoming contract reviews for Quarter four (4) financial year 2020/2021.

**RESOLVED**

**That the committee notes the report.**

**OC 101/21 To agree the Landscaping Team staff proposal:**

The Council Manager informed the meeting that due to a change in circumstances this agenda item has now been withdrawn.

**NOTED**

**Date of next meeting:**

Monday 8<sup>th</sup> March 2021, via Zoom Video Call and Facebook Live.

**THE CHAIR CLOSED THE MEETING AT 6:54PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_