

## Woughton Community Council

### Operations Committee

**Minutes of the meeting held on Tuesday 1<sup>st</sup> June 2021, 6:00pm via Zoom Video Call and Facebook Live.**

**Present: Cllrs Jordan Coventry (Chair), Elina Apse (Vice-Chair),** Margaret Ferguson, Donna Fuller, Amber McQuillan, Liz Simpkins, Sue Smith, Yvonne Tomlinson, Alan Williamson.

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

**OC 01/21 Apologies:**

Cllr Ruth McMillan (work commitment).

**AGREED**

**OC 02/21 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**OC 03/21 Chairs Announcements:**

There were no Chair's announcements.

**NOTED**

**OC 04/21 Questions from the public (Max. 10 minutes):**

There were no questions from the members of the public.

**NOTED**

**OC 05/21 Minutes of the previous meeting:**

The minutes of the Operations Committee meeting held on Monday 8<sup>th</sup> March 2021, were **AGREED** and will be signed by the Chair as a true and correct record.

**OC 06/21 To agree and adopt the following policies:**

- a) Incident Plan
- b) Regeneration
- c) Social Media
- d) Staff Handbook – Revised May 2021
- e) Whistleblowing

**RESOLVED**

1. That the Committee notes the report.

2. That the Committee agrees to approve the Incident Plan 2021 as the current incident plan policy.
3. That the Committee agrees for this to continue to be reviewed on an annual basis.
4. To amend in the Incident Plan document that Cllr John Orr is now the ward member for Tinkers Bridge and not the ward member for Peartree Bridge.
5. That Members to submit in writing any appropriate skills to the Operations Manager.
6. That Members to submit their request for appropriate training to the Operations Manager.
7. To add Cllr Elina Apse, Cllr Maggie Ferguson, Liz Simpkins and Cllr Amber McQuillan to the list of Councillors in the Incident Plan document.
8. That Members are requested to contact the Operations Manager if they wish to be added to the list in the Incident plan document.
9. That the Operations Manager to arrange delivery of Disaster Recovery Packs to all new members.
10. That the Operations Manager to conduct an audit as to which members still need delivery of a Disaster Recovery Pack.
11. To arrange a test run of the procedures on a chosen estate to ensure that the Incident Plan is still fit for purpose.
12. That the Operations Committee to approve the Regeneration policy.
13. That the Planning, Licencing & Development Committee to note the 2021 Regeneration policy.
14. That the Committee agrees for this to continue to be reviewed on an annual basis.
15. That the Committee agrees to approve the social media policy 2021 as circulated to Members.
16. That the Committee agrees for this to continue to be reviewed on a two (2) yearly basis.
17. That the Committee agrees to the amendments made in the staff handbook under whistleblowers.
18. That the Committee agrees to approve the Whistleblowing policy 2021.
19. That the Committee agrees for this to continue to be reviewed on a two (2) yearly basis.

**OC 07/21 To update the meeting on Operation London Bridge:**

The Council Manager updated the meeting on the Woughton Community Council planning for 'Operation London Bridge' and recommend a course of action.

**RESOLVED**

1. That the committee notes this report and attached guidance from SLCC.
  - a. Guidance Note
  - b. Action Plan
  - c. Calendar
  - d. Suppliers List
2. That the committee agrees to the actions proposed below, specifically:
  - a. That the offices and services close upon the announcement of the death of the Queen.

- b. That the council operates a 10-day mourning period, in line with guidance and the legal implications of this period (e.g. not considered to be 'clear days' for issuing summonses to meetings), to include not holding any meetings or events that maybe considered inappropriate.
  - c. That the website is changed in accordance with guidance.
  - d. That council provides a book of condolence that will be placed in our offices. This should be obtained in advance (i.e. now) in preparation, as well as preparing an official portrait photograph to sit next to the book. That after the official period of mourning, that this is stored in the archive and a message sent to officials to state as such.
  - e. That council considers a suitable place for any floral tributes to be placed – this could be within the remembrance garden, under the flags or another suitable space suggested for each estate and checked on a regular basis by one of the landscaping team, this can be considered at a meeting of the Residents Association Forum. It is recommended that a suitable banner is also obtained in advance for the area in question, with suitable wording and condolence.
  - f. That floodlights on any of the buildings that Woughton Community Council is responsible for are turned off during the mourning period or that a purple filter is attached.
  - g. That any buildings that Woughton Community Council is responsible for that adjoins a public footpath those floodlights are covered with a purple filter and not switched off to ensure public safety.
  - h. That the CMSO liaises with our colleagues across the city to identify any plans that may include local councils and, where appropriate, arrange for the Chair, Leader or Ambassador to attend on behalf of Woughton Community Council.
3. That the committee agrees to Woughton Community Council obtaining all relevant paraphernalia, such as black armbands and ribbons for the mourning period, as well as book of condolence, picture and frame, purple filters for lights, a banner for the floral displays and any other such equipment as is felt necessary by the Council Manager, within the delegated powers in place.
  4. It should also be noted that the day of the funeral will be classed as a public holiday (except if on a Saturday) and as such, offices will be closed.

**OC 08/21 To update the committee on the website, options and potential change of provider:**

The Council Manager updated the committee on the website, the possible options and potential change of provider.

**RESOLVED:**

1. That the committee notes this report, reviews the 'new' site' and considers the feedback that has been offered.
2. That the committee looks at alternative options via the 'screen share' option within the meeting, including other local parish council websites.

3. That the committee consider the things that they would like to see on the website, such as Councillor Profiles, Community Pages and local weather forecasts for the Woughton area, better navigation of the website pages, online bookings, online payments for the Meeting Places and a page for residents to able to report or share issues to Woughton Community Council, with a link to Milton Keynes Council's report it page on their website, with a possible chat button on all the website pages, with links to apps to report landscaping and other service matters.
4. To request at the next Full Council meeting that Members provide their biographies for the website.
5. That the committee agrees to a full tendering / procurement process and newly designed site, with associated costs (of approx. £2000) that is more compliant with both accessibility requirements AND the Woughton Community Council local procurement approach is suitable.

**OC 09/21 To update the committee on the Safeguarding Audit:**

The Council Manager informed the meeting that he had met with Cloudy IT to develop a reporting app and to ensure all information is accessed easily and in one place.

Officers have undertaken training, training for Councillors and Resident Associations is imminent.

**NOTED**

**OC 10/21 To update the committee on all matters relating to the trailer:**

The Council Manager informed the meeting that he is working with the graphic designer to refurbish the trailer which will be ready by the Summer.

**NOTED**

**OC 11/21 To update the committee on the potential Eaglestone Activity Centre Community Asset Transfer:**

The Council Manager informed the meeting that he is awaiting a response from Milton Keynes Council following on from the last meeting with them.

Another directorate at Milton Keynes Council have been in contact however with the potential that the activity centre is used to undertake a consultation with the residents of Harrier Court.

The Chair asked if the Woughton & Fishermead Ward Councillors could chase Milton Keynes Council up to provide a response.

**NOTED**

**Date of next meeting:**

Wednesday 1<sup>st</sup> September 2021 6:00pm via Zoom video call and Facebook Live.

**THE CHAIR CLOSED THE MEETING AT 7:06PM**

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