

Woughton Community Council

Operations Committee

Minutes of the meeting held on Tuesday 2nd November 2021, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Jordan Coventry (Chair), Elina Apse (Vice-Chair), Margaret Ferguson (from 6:20pm), Donna Fuller, Amber McQuillan, Ruth McMillan, Liz Simpkins, Sue Smith, Alan Williamson.

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

OC 24/21 Apologies:

Cllr Yvonne Tomlinson (unwell)

AGREED

OC 25/21 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 26/21 Chairs Announcements:

The Chair informed the meeting that there is Flood Incident Planning Training tonight after the committee meeting.

The next Full Council meeting will be held on Monday 8th November 2021 at 6:30pm.

The meeting was requested to agree the training costs for Cllr Sue Smith to undertake the Introduction to Local Council Administration (ILCA). As there was no agenda item to approve this.

The meeting was also requested to agree the training costs for the Responsible Financial Officer to undertake the Financial Introduction to Local Council Administration (FILCA).

RESOLVED

- 1. To agree the training costs for Cllr Sue Smith to undertake the Introduction to Local Council Administration (ILCA).**
- 2. To agree the training costs for the Responsible Financial Officer to undertake the Financial Introduction to Local Council Administration (FILCA).**

OC 27/21 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 28/21 Minutes of the previous meeting:

The minutes of the Operations Committee meeting held on Tuesday 31st August 2021, were **AGREED** and will be signed by the Chair as a true and correct record.

OC 29/21 To agree a policy for regular Christmas and New Year office opening and closing:

The committee considered a policy for Christmas opening for 2022 onwards.

RESOLVED:

1. That the committee notes the report.
2. That the committee agrees to the following:
 - a. That officers should take leave to cover any uncovered days over the Christmas period of office closures.
 - b. To the council covering any additional days needed over the Christmas period of office closures.
 - c. To revisit this each year and make a decision.
3. That this decision becomes the default 'rule' for Christmas opening for future years.

OC 30/21 To consider the meeting dates and start times for the committee, and whether they need to be changed:

The Committee considered whether to change the meeting dates and start times.

RESOLVED

That the meetings of the Operations Committee to be held on a Monday starting at 6:30pm.

OC 31/21 To consider how to implement volunteer training opportunities to enable further skills:

The Council Manager updated the committee on volunteer training opportunities and support structures.

RESOLVED:

1. That the committee notes the report.
2. That the Operations Manager, Senior Managers, Café Co-ordinator and other appropriate personnel that work alongside volunteers, continue to develop a robust induction package, alongside an annual training needs assessment of volunteers.
3. That volunteers have access to suitable 'whole organisation' training and development events, alongside specific sessions for volunteers only.
4. That volunteers continue to have access to the online training that is in place, suitable and relevant to the role undertaken.
5. That the 121 and Appraisal policy is updated to include volunteers.

Cllr Margaret Ferguson then entered the meeting at 6:20pm.

OC 32/21 To consider a website redevelopment proposal:

The Council Manager updated the committee on the redevelopment of the website.

RESOLVED:

1. That the committee notes the report.
2. That the Operations Manager and Council Manager work with the agreed provider to clarify both costs and reality of expectation.
3. That the Council Manager looks into the possibility of shortening the address for the email accounts.
4. To set a target date of May 2022 to have the new website fully operational.

OC 33/21 To discuss items for the 2022/2023 Service Plan:

The Operations Manager updated the committee on items for the service plan 2022/2023.

The Chair said if Members have any further ideas then they should contact the Operations Manager.

Members at the meeting suggested LED style notice boards and to look into all social media outlets being utilised.

RESOLVED:

1. That the Committee notes the report.
2. That the Committee agrees to the recommended service plan items for 2022/2023.
3. To look into the provision of LED style notice boards.
4. To look into all social media outlets being utilised.

OC 34/21 To note the personnel amendments to the Safeguarding Policy:

To Operations Manager apprised the committee of the minor personnel amendments and their contact details to be included in the policy document.

RESOLVED:

1. That the committee notes the report.
2. That the committee agrees the use of the amended policy which has been updated in the Woughton Community Council database and all relevant destinations as deemed necessary by the Operations Manager.

OC 35/21 To consider if the Committee would like to be involved in the Cloudy IT app initiative:

The Operations Manager updated the Committee on the proposed Cloudy IT app initiative for the use of Woughton Community Council.

RESOLVED:

1. That the Committee notes the report.
2. That the Committee agrees to develop the data base and asset register app with Cloudy IT for £1,995 + VAT.
3. That the Committee agrees to the Operations Manager fully evaluating the apps once they are up and running and, if there is sufficient value, to agree to a three (3) year contract. This will be finalised prior to the end of the financial year 2022/2023'.
4. To delegate the creation of these apps to the Operations Manager and Council Manager.

Date of next meeting:

Wednesday 5th January 2022, Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 6:58PM

Chair _____ Date _____

DRAFT