

## Woughton Community Council

### Operations Committee

**Minutes of the meeting held on Monday 28<sup>th</sup> February 2022, 6:30pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

**Present:** Cllrs Elina Apse (Vice-Chair), Donna Fuller, Liz Simpkins.

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

**In attendance:** Cllr Amber McQuillan.

Cllr Yvonne Tomlinson and Cllr Alan Williamson were not in attendance and did not submit their apologies.

**NOTED**

**OC 46/22 Apologies:**

Cllr Jordan Coventry (personal commitment)  
Cllr Maggie Ferguson (personal commitment)  
Cllr Ruth McMillan (work commitment)  
Cllr Sue Smith (attendance at another meeting)

**AGREED**

**OC 47/22 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**OC 48/22 Chairs Announcements:**

The Chair informed the meeting that the Blue Light Hub Walk is being held on Friday 25<sup>th</sup> March 2022 at 7:30pm.

**NOTED**

**OC 49/22 Questions from the public (Max. 10 minutes):**

There were no questions from the members of the public.

**NOTED**

**OC 50/22 Minutes of the previous meeting:**

The minutes of the Operations Committee meeting held on Wednesday 5<sup>th</sup> January 2022, were moved by Cllr Elina Apse and seconded by Cllr Liz Simpkins as a true and correct record, which was **AGREED** by the meeting and will be signed by the Vice-Chair.

**OC 51/22 To inform the committee of discussions with Came & Company regarding the upcoming insurance renewal in April 2022:**

The Responsible Financial Officer informed the committee of discussions with Came & Company regarding the upcoming insurance policy renewal in April 2022.

Came & Company will now only be able to provide one (1) insurance provider for a quote.

The current provider (for public liability insurance) is Axa who have withdrawn from the sector and Came & Company will only be working with one provider Hiscox.

There has been no quote returned for review at present, which has been requested to be submitted in time for the next Full Council meeting.

**RESOLVED**

**That the committee notes the report.**

**OC 52/22 To update the committee on policies up for review in February 2022:**

The Responsible Financial Officer updated the committee on the various policy amendments, which the following, were now up for review:

- Redundancy Policy (February 2022).
- Officers Allowances and Expenses Policy (February 2022).
- Volunteers Policy (February 2022).
- Disciplinary Policy (February 2022).
- Grievance Policy (February 2022).
- Employee Handbook (Amendments February 2022).

**RESOLVED**

1. **That the Committee notes the report.**
2. **That the Committee ratifies the Redundancy Policy (February 2022).**
3. **That the Committee ratifies the Officers Allowance and Expenses Policy (February 2022).**
4. **That the Committee ratifies the Volunteer Policy (February 2022).**
5. **That the Committee ratifies the Disciplinary Policy (February 2022).**
6. **That the Committee agrees to ratify the new Grievance Policy (February 2022).**
7. **That the Committee agrees to the amendments of the Staff Handbook (February 2022).**

**OC 53/22 To move and second and then to be put to the vote the following motion:**

Cllr Liz Simpkins moved and Cllr Donna Fuller seconded and being put to the vote the following motion was **AGREED**.

**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.

**OC 54/22 To agree a new mobile phone provider/contract from 1<sup>st</sup> April 2022:**

The Responsible Financial Officer informed the committee that a new mobile phone provider/contract is required from the 1<sup>st</sup> April 2022.

Three (3) quotes as per the Financial Regulations had been provided to the committee.

The committee agreed to commence a new mobile phone contract with Vodafone from the 1<sup>st</sup> April 2022.

The Committee requested that the Responsible Financial Officer reviews the requirements for handsets to the Youth Service.

That if required an additional handset for the Youth Service can be added to the quote and be provided by the new contract, bringing the total amount of handsets required to fourteen (14).

**RESOLVED:**

- 1. That the Committee notes the report.**
- 2. That the Committee notes the current contract with 6 degrees terminates on 1<sup>st</sup> April 2022.**
- 3. That the Committee agrees to renewing the work mobile handsets for staff and provide handsets for the new intake since the previous contract was agreed bringing the amount of handsets to thirteen (13).**
- 4. That the Committee agrees to commence a new mobile phone contract for (36 months) with the recommended provider (Vodafone) from 1<sup>st</sup> April 2022.**
- 5. That the Responsible Financial Officer to review the requirements for handsets to be provided to the Youth Service.**
- 6. That if required an additional handset for the Youth Service can be added to the quote and be provided by the new appointed contractor bringing the total amount of handsets required to fourteen (14).**

**Date of next meeting:**

To be confirmed after the Annual Meeting of Council.

**THE CHAIR CLOSED THE MEETING AT 7:00PM**

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