

Monday 9th May 2022

To: All members of the Operations & Resources Committee

Cllrs Jordan Coventry (Chair), Elina Apse (Vice-Chair), Donna Fuller, Phil Hopcraft, Luke Louis, Ruth McMillan, Amber McQuillan, Liz Simpkins, Sue Smith, Alan Williamson

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Operations Committee to be held on **Monday 16th May 2022** commencing **6:30pm** at the **Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

Due to the ongoing impact of coronavirus, meeting attendees are encouraged to consider the following guidelines for the meeting:

If you or anyone in your household have any symptoms (i.e. high temperature, continuous cough, or changes to sense of smell or taste), please do not attend the meeting, and get tested.

Please sanitise your hands on arrival at the meeting.

Please note that windows will be open throughout the meeting and dress accordingly.

Members of the public can attend in person, submit questions in advance and or watch live via www.facebook.com/woughtoncc.

Steve McNay
Parish Manager

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

Please be aware that this meeting is being recorded and broadcast live. Microphones are live at all times – if you are not speaking formally within the meeting, please do keep any additional noise to a minimum and be aware that anything said within this meeting will be in the public domain’.

The Calendar of Meetings can be accessed at:

<https://www.woughtoncommunitycouncil.gov.uk/council-meeting-calendar/>

AGENDA

OC 01/22 Apologies:

To record apologies from members unable to attend the meeting.

OC 02/22 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 03/22 Chairs Announcements:

To receive announcements from the Chair.

OC 04/22 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

OC 05/22 Minutes of the previous meeting:

To receive and approve as a true and correct record the minutes of the Operations Committee meetings held on:

- Monday 28th February 2022
- Tuesday 3rd May 2022 (special meeting)

(Attached)

OC 06/22 To incorporate the Brightpay contracts into the software portfolio: (Report by the Operations Manager & quote attached)

OC 07/22 To propose new I.T for councillors: (Report by the Operations Manager & quote attached)

OC 08/22 To update the committee on internal budget reporting: (Report by the Operations Manager attached)

OC 09/22 To update the committee on the additional works that needed to be carried out on Tinkers Bridge meeting place roof: (Report by the Operations Manager & quote attached)

OC 10/22 To update the committee on recent work experience placements and to explore the options of 'tokens' of gratitude/recognition: (Report by the Operations Manager attached)

OC 11/22 To update the committee on the Risk Register: (Report by the Council Manager & Risk Register attached)

OC 12/22 To agree the April 2022 Bank Reconciliations, list of payments and receipts: (Reconciliations & List of Payments & Receipts attached)

OC 13/22 To move and second and then to be put to the vote the following motion:

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 14/22 To update the committee on the outcome of the role evaluations conducted throughout 2021:
(Report by the Operations Manager attached)**

Date of next meeting:

Monday 20th June 2022, 6:30pm at the Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.