

## Woughton Community Council

### Operations & Resources Committee

**Minutes of the meeting held on Monday 16<sup>th</sup> May 2022, 6:30pm 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), Maggie Ferguson, Donna Fuller, Ruth McMillan, Liz Simpkins, Sue Smith, Alan Williamson.**

**Also present:**

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

**OC 01/22 Apologies:**

Cllr Phil Hopcraft (work)  
Cllr Luke Louis (personal)  
Cllr Amber McQuillan (personal)

**AGREED**

**OC 02/22 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**OC 03/22 Chairs Announcements:**

The Chair informed the meeting said that this is the first Operations & Resources committee meeting of the new council year, which now incorporates the former Finances & Resources Committee.

There is a Ward vacancy on Leadenhall, a notice has been circulated on the website, all social media and in the notice boards, the electorate of Leadenhall has 14 days in which to request an election.

There are various Jubilee events throughout the Woughton Community Council area, they will be advertised on Facebook and on the website.

**NOTED**

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

There were no questions from the members of the public.

**NOTED**

### **OC 05/22 Minutes of the previous meeting:**

The minutes of the Operations Committee meetings held on:

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

Were **AGREED** as a true and correct record and signed by the Chair.

### **OC 06/22 To incorporate the Brightpay contracts into the software portfolio:**

The Operations Manager informed the meeting that Woughton Community Council currently use Brightpay for HR and Payroll.

A demo has been set up for 'Brightpay contracts' which is an add-on to the systems already in use.

There is an option to do a 60 day free trial with a view to subscribing to see if it is fit for purpose.

Cllr Donna Fuller suggested having a review halfway through the trial.

#### **RESOLVED**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to start a 60 day free trial of the contracts software, and to review halfway through.**
- 3. That the Committee agrees to the subscription of Brightpay contracts software should it be deemed fit for purpose by the Responsible Financial Officer.**
- 4. That the Committee agrees to 'revamp' all staff contracts and the employee handbook through Brightpay contracts so they are all up to date and relevant.**

### **OC 07/22 To propose new I.T for councillors:**

The Operations Manager informed the meeting about the need to propose new IT for Councillors, this was due to the tablets being too outdated to upload the new licenses and security onto them, therefore Cloudy IT were unable to complete the work on any of the tablets.

After speaking to Cloudy IT they have suggested to go with a Surface Go which is a laptop which can turn into a tablet if necessary (dual function) they are lightweight and easy to use and the Council Manager and the Chair of Council have been given a demonstration in the absence of the Operations Manager.

An order will shortly be placed and the tablets should be provided and set up in June.

The meeting was anxious that the present tablets should be put to good use when replaced, Cloudy IT would need to undertake a factory reset to all tablets, a decision can be made at a future meeting, to seek ideas to enable possible use by local residents, with a proposal presented to a meeting of the Full Council.

The Council Manager will ask the Services Manager to come up with some possible proposals and report back at a future meeting.

Cllr Sue Smith suggested seeking a quote for the purchase of SIM cards to enable Members to be able to use their tablets when out and about in their wards.

The Chair asked the Operations Manager to provide an update on the budget following the purchase of the tablets.

**RESOLVED**

1. **That the Committee notes the report.**
2. **That the Committee agrees to renewing all councillor IT from the current (outdated) tablets to a Surface Go.**
3. **To seek opportunities for local residents to benefit from the tablets that will no longer be used by Councillors.**
4. **That the Council Manager to ask the Services Manager to come up with some possible proposals and report back at a future meeting.**
5. **That the Operations Manager to seek quotes for the purchase of SIM cards for the tablets.**
6. **That the Operations Manager to provide an update on the budget following the purchase of the tablets.**

**OC 08/22 To update the committee on internal budget reporting:**

The Operations Manager updated the committee on the internal budget reporting process.

To give more responsibility and overview to budget holders, the senior managers have been provided with budget monitoring reports on a monthly basis, with quarterly breakdowns.

Alongside the summary which notes the spend and the budget (year to date), also started this financial year is a change to how the salaries are inputted, so that budget holders can also be given a detailed breakdown of all the spend (monthly), against their specific budget lines, this should further assist with anything that could have potentially been coded incorrectly. Any queries can easily be picked up by the budget holder and the Responsible Financial Officer can also query any major under or overspend at any point in the year.

A summarised report will continue to be provided to all budget holders, and they will also have the addition of a detailed report which lists all of their spend.

**RESOLVED**

**That the committee notes the report.**

**OC 09/22 To update the committee on the additional works that needed to be carried out on Tinkers Bridge meeting place roof:**

The Operations Manager updated the committee on the additional works that needed to be carried out on the Tinkers Bridge meeting place roof.

Due to the urgent nature of the works that needed to take place, a decision had to be made using delegated powers.

ALS Roofing were appointed to lay a completely new roof, due to the constant leaks. Therefore, the quote provided was £17,825 (NET) £20,742 (including VAT).

However once the work went ahead, they uncovered further issues when lifting the roof up, the base layer of wooden supports were rotten due to significant water ingress, which was worsened by the removal of the plastic tunnel covers (work carried out by Milton Keynes Council without any consultation with Woughton Community Council), the Council Manager has since contacted Milton Keynes Council regarding this issue and how it has impacted on the budget in order to get it fixed, and is still awaiting a response.

After reviewing the roof the decision was made that all of the rotten boards needed to be lifted, and replaced, and to add the thicker layer of membrane and insulation to the roof to mitigate any further instances of this happening, due to the thickness of the Celotex added to the roof, they also had to add timber on the side of the building to accommodate a curb for the water to stop running down the sides.

Therefore, the Responsible Financial Officer in consultation with the Chair of the Council and the Council Manager, made a decision to pay the quote provided for the additional work, this came to a total of £9,049 (NET) and £10,858 (including VAT).

The Chair moved an addition to the recommendation in the report, that Woughton Community Council should seek reimbursement from Milton Keynes Council for the full cost of all the works to the roof of the Tinkers Bridge Meeting Place, due to the removal of the plastic tunnel covers, which Woughton Community Council was not consulted on.

**RESOLVED**

- 1. That the Committee notes the report.**
- 2. To seek reimbursement from Milton Keynes Council for the full cost of all the works to the roof of the Tinkers Bridge Meeting Place due to the removal of the plastic tunnel covers, which Woughton Community Council was not consulted on.**

**OC 10/22 To update the committee on recent work experience placements and to explore the options of 'tokens' of gratitude/recognition:**

A suggestion was made at the Full Council meeting held on Monday 9<sup>th</sup> May 2022 that potentially work placements should be given a token of recognition for the work they have done throughout their weeks experience, because when you go to work you are paid for your contributions.

The Operations Manager felt that whilst this is a nice idea, it is not recommended to continue to explore this option, it is not a transactional agreement. Instead of going to school students come and learn in the workplace, a lot of the work that is done is shadowing and explorative into what the expectations are at work and what a working day looks like.

**RESOLVED**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to continue with work placements where relevant.**

- 3. That the Committee agrees work placements are to provide a 'snapshot' of what it is like in the place of work in replacement of being at school and therefore the experience of working at Woughton Community Council is the beneficial factor of completing a placement.**

**OC 11/22 To update the committee on the Risk Register:**

The Operations Manager updated the committee on the Risk Register.

The major changes made to the document are:

- The removal of any reference to the Policy and Resources Committee, and replaced with Operations & Resources Committee.
- The review of all elements to ensure that they reflect the current situation such as:
  - some minor changes to include the CiLCA qualification, senior officers undertaking relevant qualifications and courses
  - Updates around the current ICT provision and the additional security that brings
  - Updated financial management information
  - Updated policy information
  - Two (2) further risks noted, the impact of trailer usage and potential for ongoing Covid-19 impact and any further pandemics

The Council Manager is confident that the risk management schedule in place is suitable and sufficient, although there remains concerns about any future external factors.

**RESOLVED**

- 1. That the committee notes the report and the attached Risk Register.**
- 2. That the committee makes any comments or suggestions regarding the document.**
- 3. That the committee ratifies the 2022/2023 Risk Register.**

**OC 12/22 To agree the April 2022 Bank Reconciliations, list of payments and receipts:**

The Responsible Financial Officer informed the committee that due to the new scribe system there is no longer the need to print out the bank reconciliations and list of payments, as the system links the invoices to all payments.

10 to 15 invoices have been selected and signed by the Chair of Council as per the financial regulations.

This helps the Internal Auditor to be able access all the documents that are needed to be inspected remotely.

**RESOLVED**

**That the committee ratifies the April 2022 bank reconciliations, list of payments and receipts.**

**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.

The motion was moved by Cllr Elina Apse and seconded by Cllr Sue Smith, and after being put to the vote was **AGREED**.

**OC 14/22 To update the committee on the outcome of the role evaluations conducted throughout 2021:**

The Operations Manager updated the committee on the outcome of the role evaluations conducted throughout 2021.

**RESOLVED:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to the new agreed salary ranges for officer roles within Woughton Community Council.**

**Date of next meeting:**

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

**THE CHAIR CLOSED THE MEETING AT 7:51PM**

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