

Monday 26th February 2018

To: All members of Woughton Community Council

Cllrs Sue Smith (Chair), Nick Scott (Vice Chair), Shammi Akter, Jordan Coventry, Tina El-Shabrawy, Reg Elliott, Donna Fuller, Philip Hopcraft, Sue Luttmann, John Orr, Archibald Prempeh, Pauline Prop, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson, Kevin Wilson, Pam Wilson, Yahya Wiseman

NOTICE OF MEETING

You are hereby summoned to attend a meeting of Full Council to be held on **Monday 5th March 2018** commencing at **6:00pm** at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes, when the business set out in the following agenda will be transacted.

Members of the public are welcome to attend.



Brian Barton
Committee and Member Services Officer

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

AGENDA

FC 79/18 Apologies:

To record apologies from members unable to attend the meeting

FC 80/18 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.

FC 81/18 Presentation on the future of the Milton Keynes College, Leadenhall site - by Julie Mills Chief Executive Officer.

FC 82/18 Presentation on proposals for the former Cripps Lodge site on Netherfield - by a representative from Your MK.

FC 83/18 Chairs Announcements:

To receive announcements from the Chair.

FC 84/18 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

FC 85/18 Minutes of the previous meeting:

To receive and approve as a true and correct record the minutes of the Council meeting, held on Monday 15th January 2018.

(Attached)

FC 86/18 Matters arising from the minutes not on the agenda

FC 87/18 To note the minutes from the following Committees:

- Operations Committee meeting held on Monday 22nd January 2018.
- Policy & Resources Committee meeting held on Monday 5th February 2018.
- Services Committee meeting held on Monday 29th January 2018.
- Services Committee meeting held on Monday 19th February 2018.

(Minutes attached)

FC 88/18 Beanhill By Election held on Thursday 1st March 2018:

- (a) To note the result of the Beanhill By Election.
- (b) To confirm that the acceptance of office form has been signed.
- (c) To agree the committee membership(s).

FC 89/18 Ward Matters arising:

Information from Members on ward matters for deliberation at future meetings.

FC 90/18 Feedback from meetings with Outside Bodies:

- a) Woughton Welfare Trust - Cllr Archibald Prempeh
- b) Netherfield Enterprise Trust –
- c) Hedgerows Family Centre - Cllr Sue Luttmann
- d) Parishes Forum - Cllrs Sue Smith, Alan Williamson
- e) MKALC, B&MKALC, NALC - Cllr Kevin Wilson

(Verbal reports)

FC 91/18 To appoint members to the following outside bodies and organisations in place of Mr Peter Orme:

- Netherfield Enterprise Trust.

FC 92/18 To note and agree to the recommendations in the Internal Auditor's report:

(Reports Attached)

FC 93/18 To agree the banking arrangements:

(Report attached)

FC 94/18 To agree the Operational 2018/2019 Service Plan:

(Report and Service Plan Attached)

FC 95/18 Accounts Sub Committee:

- (a) To agree the Calendar of Meetings
 - (b) To agree to additional members to sit on the Sub Committee
- (Calendar of Meetings attached)**

FC 96/18 To adjourn the meeting to hold a special meeting of the Accounts Sub Committee

FC 97/18 A Special Meeting of the Accounts Sub Committee:

Members of the Accounts Sub Committee:

Cllrs Pauline Prop, Sue Smith, Yvonne Tomlinson, Thillai Visvendran

- (a) To elect a Chair for the Council Year 2017 / 2018
- (b) To elect a Vice-Chair for the Council Year 2017 / 2018

Date of next meeting:

Annual Parish Meeting, Annual Meeting and Ordinary Meeting, Monday 14th May 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

Full Council

Minutes of the meeting held on Monday 15th January 2017, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair), Shammi Akter, Jordan Coventry, Reg Elliott, Tina El-Shabrawy, Donna Fuller, Philip Hopcraft, Sue Luttmann, John Orr, Archibald Prempeh, Pauline Prop, Yvonne Tomlinson, Thillai Visvendran, Kevin Wilson, Pam Wilson, Yahya Wiseman

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

In attendance: One (1) Member of the public

FC 89/18 Apologies:

Received from Cllr Alan Williamson (Holiday)

AGREED

FC 90/18 Declarations of Interest:

There were no declarations of interest.

NOTED

FC 91/18 Chairs Announcements:

The Chair, Council Manager and Cllr K Wilson met with Your MK to discuss plans for the Cripps Lodge site on Netherfield.

At the end of the meeting Your MK agreed to have a rethink on some aspects of the proposals.

Representatives from Your MK will be attending the March Full Council meeting.

NOTED

FC 92/18 Questions from the public (Max. 10 minutes):

There were no questions from Members of the public.

NOTED

FC 93/18 Minutes of the previous meeting:

FC 76/17 Apologies:

To delete "Received from Cllr Yvonne Tomlinson (unwell)", and replace with "Received from Cllr Yahya Wiseman (work commitment)"

With that amendment the minutes of the Full Council meeting, held on Monday 6th November 2017, were approved and signed by the Chair as a true and correct record.

AGREED

FC 94/18 To note the minutes from the following Committees:

- Operations Committee meeting held on Monday 13th November 2017.
- Policy & Resources Committee meeting held on Monday 4th December 2017.
- Services Committee meeting held on Monday 20th November 2017.
- Services Committee meeting held on Monday 18th December 2017.

NOTED

FC 95/18 Ward Matters arising:

There were no ward matters arising.

NOTED

FC 96/17 Feedback from meetings with Outside Bodies:

Woughton Welfare Trust –

No report submitted.

Netherfield Enterprise Trust –

No report submitted.

Hedgerows Family Centre - **Cllr Sue Luttmann**

The meeting was informed that a baby clinic has recently been set up.

Parishes Forum - **Cllrs Sue Smith, Alan Williamson**

The Parish Framework was discussed at the last meeting.

MKALC, B&MKALC, NALC - **Cllr Kevin Wilson**

MKALC had recently held their Annual General Meeting, Mr Alan Jones Communications Director has left NALC, Cllrs Alan Williamson and Kevin Wilson had attended the NALC Annual General Meeting, the next NALC meeting will be held on the 24th January, Cllr K Wilson has been elected to the NALC National Assembly.

NOTED

FC 97/18 To agree the draft Budget for 2018/2019:

a) Report on the draft 2018 / 2019 budget from the leader of the Council.

Discussions on the budget have been held at the September Meeting of the Council and a draft budget was agreed at the November Meeting of the Council. The budget was also discussed at the December Meeting of the Policy and Resources Committee.

The budget proposals outlined largely reflect the draft proposals agreed in November meeting, though some of the figures have been updated to reflect latest known estimates.

RESOLVED

1. That Woughton Community Council agree to a precept of £474,079 for 2018/2019. This is equivalent to a Band D Tax of £202.47p per annum though members will be aware that few of the residents pay anything like this level. It represents an increase of 6.4% from 2017/2018.
2. That the budgets on the spreadsheet showing expenditure of £824,409 be approved.
3. That the approved budget and precept be circulated to residents along with appropriate explanations and showing the staffing budget broken down into departments (landscaping, services, administration, Meeting Places) with 10% of the Landscape Manager's costs being attributed to administration (to recognise the Landscape Manager's health and safety responsibilities across the Council,) with 50% of the Booking Clerk/Receptionist's costs being attributed to Meeting Places and 33.3% of the Council Manager's Costs being attributed to services.
4. That the Accounts Sub Committee consider budget headings and finance system codes and make appropriate recommendations to Council or the Policy and Resources Committee.
5. That Policy and Resources Committee consider applications for Roll Overs from 2017/2018 to 2018/2019 at its next meeting in February and be given delegated authority to agree these.
6. That the RFO present regular budget monitoring reports to Policy and Resources Committee and the Accounts Sub Committee during the year.
7. That the Policy and Resources Committee be authorised to approve virements between budget headings during the year, with a report back to a meeting of Council for note of all virements.
8. That the Council resolves that its reserve policy should aim to keep a minimum of 20% of net expenditure in General Reserves (Balances).
9. That the RFO be asked to prepare a report on Investment opportunities to the Policy and Resources Committee.
10. That the Council Manager convenes further meetings of the Income Generation working group to further consider recommendations made by this group and to consider further ideas noting the income generation proposals contained in this budget.

b) Report on the draft 2018 / 2019 budget from the interim Responsible Financial Officer.

RESOLVED

To note the report.

c) Copy of the draft 2018 / 2019 budget.

NOTED

d) Report on the results of the budget consultation.

Budget consultation meetings were held on Friday 5th January 2018 at 2:00pm, and Monday 8th January 2018 at 7:00pm at the Woughton Community Council Offices Hub.

A budget consultation leaflet was delivered in mid-December 2017 to all households in the Woughton Community Council area.

There was a total of thirty (30) responses.

RESOLVED

To note the report.

FC 98/18 To agree the authorisation for the application of business debit cards as required by Barclays Bank:

Barclays Bank's application form requires a minute from a meeting of the Full Council confirming which Officers of the Council are to be authorised with business debit cards.

RESOLVED

That the following Officers of Woughton Community Council are authorised to apply for business debit cards from Barclays Bank.

- a) Council Manager
- b) Responsible Financial Officer / Operations Manager
- c) Community Services Manager
- d) Committee & Member Services Officer

FC 99/18 To agree the appointment of a Member to the Accounts Sub Committee in place of Mr Peter Orme:

Cllr K Wilson moved that Cllr Thillai Visvendran is appointed to the Accounts Sub Committee.

RESOLVED

That Cllr Thillai Visvendran is appointed to the Accounts Sub Committee.

FC 100/18 To appoint members to the following outside bodies and organisations in place of Mr Peter Orme:

- a) Woughton Welfare Trust
- b) Netherfield Enterprise Trust

RESOLVED

1. That the Services Committee at its next meeting to appoint a Woughton Community Council representative on to the Woughton Welfare Trust.
2. That Cllr Thillai Visvendran to report back on the meeting of the Netherfield Enterprise Trust, to be held on the 24th January, at the next Full Council meeting.
3. To defer an appointment to the Netherfield Enterprise Trust to the next Full Council meeting.

FC 101/18 To agree to confer the title of Honorary Citizen to Mr Peter Orme:

Members agreed to amend the length of service for consideration in conferring the title of Honorary Citizen to a retiring Community Councillor from ten (10) to eight (8) years.

RESOLVED

1. To confer the title of Honorary Citizen to Mr Peter Orme.
2. To make a presentation to Mr Peter Orme at the Chair's Reception.
3. To amend the length of service for consideration in conferring the title of Honorary Citizen to a retiring Community Councillor from ten (10) to eight (8) years.

FC 102/18 To agree the appointment of a contractor to supply the dog waste bags:

Quotes and information on the cost of the dog waste bags was provided to Members.

Members agreed to the Harrisons Packaging quotation for a quantity of 100,000 dog waste bags at a cost of £1,873 plus VAT.

It was further agreed to have the Woughton Cares Logo printed onto each of the dog waste bags.

RESOLVED

- 1. To accept the Harrisons Packaging quotation for a quantity of 100,000 dog waste bags at a cost of £1,873 plus VAT.**
- 2. To have the Woughton Cares Logo printed onto each of the dog waste bags.**

Date of next meeting:

Monday 5th March 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:09PM

Chair _____ Date _____

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 5th March 2018

PURPOSE OF REPORT:

Internal Audit

To finalise and approve recommendations from the internal audit held on Tuesday 23rd January 2018.

RECOMMENDATION:

- 1. That the Committee notes and approves the recommendations held in this report upon compliance with Financial Regulations.**

MAIN ISSUES AND CONSIDERATIONS:

The following recommendations were made upon an internal audit of our current financial operations.

Maintenance and Accounting Records & Bank reconciliations

R1. The Council should consider its position with the current level of Fidelity Guarantee cover, with minutes formally recording the Council's deliberations and conclusions in this respect.

R2. A listing of payments should be provided to members on a regular basis signed to reflect their approval.

RFO Comments –

R1. Our current financial regulations state: "All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee." Our current Fidelity Insurance policy cover is limited to 50,000 to any one person and 2,000,000 for any one incident. This covers, Employees, Volunteers and Directors/Councillors. Having a reviewed specialist Parish Council cover, the recommendations seem to be for the same amount. However, the RFO will review costs of policy to ensure we are with most cost effective provider. RFO recommends Full Council agree to keep the current cover limitations in place.

R2. The RFO agrees in its entirety. As a safeguard for all spending bank statements and reconciliations should be reviewed and signed off by members of the Accounts subcommittee.

Corporate Governance

R3. The council should review the current Standing orders and Financial Regulations to ensure that they are in line with NALC.

RFO Comments –

R3. The RFO suggests as per our financial regulations in terms of Formal Tender review that the decision of full council will be taken into account for any payments to the value or over the value of £30,000. The RFO recommends that this is reviewed and revised as appropriate in May, alongside any other relevant constitutional documentation, and that information open to public domain is updated as appropriate.

Review of Expenditure

R4. The Council should consider its position with regard to the number of bank account signatories to reduce risk of being unable to authorise payments.

RFO Comments –

R4. The RFO notes that 4 members of staff are in the process of gaining 'signatory' status for online banking and debit card usage. These members of staff are:

- **Samone Winsborough – RFO**
- **Steve McNay – Council Manager**
- **Julia Bandy – Community Services Manager**
- **Brian Barton – Committee and Member Services Officer**

It is of the RFO's opinion that the total number of Members of council to sign off on checks should be increased from 2 to 6, the recommendation is that Chairs of all the committee's and Accounts Sub-Committee should be nominated as additional signatories alongside Leader (Kevin Wilson) and Chair of the Council (Sue Smith).

RFO recommends the following Councillors to act as Account signatories:

- **Cllr Donna Fuller – Chair of the Services Committee**
- **Thillai Visvendran – Chair of Policy and Resources Committee**
- **Jordan Coventry – Chair of Operations Committee**
- **TBC – Chair of Accounts Sub Committee**

Salaries & Wages

R5. The Council ideally should pay Councillor Allowances through payroll system and not by cheque.

RFO Comments –

R5. As per HMRC Guidelines and legislation the following is noted via the RFO

"Local councillors - expenses under Section 198 ICTA 1988

Attendance allowances, with travelling and subsistence allowances where appropriate, paid by the local authority in connection with approved duties, are assessable to Income Tax under the rules of Schedule E."

The tax charge

1. For tax purposes council members and civic dignitaries are treated in the same way as any other individual who holds an office or is an employee. Earnings received from an office or employment are chargeable to income tax as employment income. PAYE arrangements apply to these earnings as they do to any other employment. 'Earnings' has a wide meaning - it includes salaries, fees, wages and any other profits received from an office or employment. It also includes allowances paid to cover expenses incurred in carrying out the duties of an office or employment, unless these allowances do no more than reimburse expenses actually incurred and which are deductible for tax purposes.

Relief for expenses

1. Under the employment income expenses rules (Section 336 - 339 Income Tax (Earnings and Pensions) Act 2003, (ITEPA 2003)), local government councillors and civic dignitaries can get a tax deduction for:
2. travelling expenses necessarily incurred in the performance of the duties of their office
3. other travelling expenses which relate to their necessary attendance at a temporary workplace
4. **any other expenses which are incurred wholly, exclusively and necessarily in the performance of their official duties**

Therefore the RFO agrees in its entirety, Councillors should be paid via payroll system, which should be implemented prior to 1st April 2018. All councillors will need to complete an EDF, which will note all relevant information for payment via payroll, to ensure we are compliant with UK Law.

Councillor allowances are deemed as payment for performance of duties, and therefore are subject to all liabilities as per paid officers and employees.

FINANCIAL IMPLICATIONS:

None Perceived

STAFFING IMPLICATIONS:

RFO time

OTHER IMPLICATIONS:

None perceived

BACKGROUND PAPERS:

Internal Auditors Report.

AUTHOR

Samone Winsborough
RFO

Woughton Community Council

Internal Audit Report 2017-18: Interim

Adrian Shepherd-Roberts

For Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Woughton Community Council since 2008-09.

This report sets out the work undertaken in relation to the 2017-18 financial year, during our visit on 23rd January 2018, together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

In undertaking our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken the Council has maintained adequate and effective internal control arrangements. However, at this interim visit we identified a number of areas where we considered that further improvements in the overall internal control environment are required. Detail of the matters identified during the course of the interim audit visit is set out in the body of the report, with the recommendations arising further summarised in the appended Action.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Omega accounting software to maintain its accounting records with a single cash book in place covering the Barclays Current and Deposit accounts, the former of which is maintained automatically by the bank at a "close of business" balance of £15,000.

Our objective in this area is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have:

- Ensured that the closing balances, as reported in the 2016-17 Accounts and Annual Return have been correctly carried forward as the opening balances in the current financial year;
- Checked that a full and effective cost centre and nominal account code structure remains in place;
- Checked detail of transactions recorded on the combined cashbook for two bank accounts and the savings account to supporting bank statements for April and December 2017;
- Agreed detail of all inter-account transfers between the three bank accounts for the same sample months;
- Checked and agreed detail on the bank reconciliations on the combined cashbook as at 31st December 2017 noting that Councillors have been receiving and signing some copies of monthly reconciliations.

Conclusions and recommendations

We did however, at this interim visit, note that there were a number of months where signed reconciliations were not evident. We were also unable to evidence that a listing of payments to include cheques, BACS and direct debits had been seen and approved by Council Members.

- R1. Approval of the bank reconciliation by the authority or the chair of finance or another authority nominee is not only good practice but it is also a safeguard for the RFO and may fulfil one of the authority's internal control objectives.*
- R2. A listing of payments should be provided to members on a regular basis and signed to reflect their approval*

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been taken nor are such being considering currently.

We note that both Standing Orders (SOs) and Financial Regulations (FRs) were reviewed by the Council in July 2016 and will be further reviewed in accordance with the latest revised NALC model documents.

We have commenced our review of the minutes of the Full Council and its Standing Committees meetings for the year in order to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist: no such matters were identified. However, we note that, where grants have been approved for payment, the approving minutes make no reference to the relevant powers under which the grant has been made.

In the light of Procurement Guidelines (April 2015) the value for formal tender action will need to be considered by Full Council and encompassed in both the Standing Orders and Financial Regulations to meet the requirements of the 2015 updated EU Procurement Regulations.

Conclusions and recommendations

We are pleased to report that no significant issues have been identified in this area to date: We have discussed at this interim audit the possible need for revisions to SOs and FRs in the light of the revised procurement guidelines. We note that Council have reviewed and adopted Standing Orders and Financial Regulations at their May 2017 Annual meeting however the published regulations on the Council website do not reflect these requirements and also there is reference to tenders being submitted for contracts where they exceed £60,000. We consider that this excessive for a Council of this magnitude and the value should be reduced to circa £25,000. A copy of the NALC guidelines has been provided to The Communities Manager to assist in this area.

R3. *The Council should review the current Standing Orders and Financial regulations to ensure that they are in line with the NALC guidelines*

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Official orders are raised wherever deemed appropriate;
- All potential prompt payment discounts have been identified and taken;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery and that the annual submission has been returned in a timely manner.

We have commenced our testing in this area, examining a sample of 27 payments processed in the year totalling £74,329 and equating to 27% of the year's non-pay related spending. Our sample has again been determined partly statistically and partly substantively to include all payments individually in excess of £3,000 plus every 40th non-pay related payment in the year in order to ensure compliance with the above criteria.

We have been unable to examine the periodically prepared and submitted VAT returns to HMRC and will undertake this review at our final visit.

Conclusions and recommendations

We are pleased to record that no significant issues have been identified in this area of review. We will ensure that the reclaim for VAT to March 2018 has been included in the year end outstanding debtors. We have, however, noted that there are only two Councillors authorised to sign on the bank accounts and this could leave the Council exposed should one of the current signatories be unavailable.

R4. The Council should consider its position with regard to the number of bank account signatories and approve additional signatories to reduce the risk of being unable to authorise payments.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Noted that the Council's Operational Risk assessments and Financial Risk Register are to be reviewed before the 2017-18 financial year end; and
- Obtained and examined the Council's current year insurance policy with Zurich to ensure that appropriate cover is in place and that members have reviewed its content and determined that cover in each area is appropriate to the Council's needs.

Conclusions

We are pleased to record that no significant issues have been identified in this area of review.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council have completed their consideration of the 2018-19 budgetary requirements, however, we shall consider the action taken and outcomes, together with the approved level of precept at our final visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We have been advised that the Council have formally considered and finalised its budget and precept requirements for 2018-19 earlier this month, however at the time of our visit Council Minutes approving the precept had not been formally signed. We will undertake a further review at our final visit.

Review of Income

The Council receives income from a relatively limited number of sources including meeting room and hall hire fees, interest, grants, donations and recoverable VAT.

Our objective is to ensure that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where applicable) appropriately with recovery effected within a reasonable time span. Consequently:

- We are pleased to note that, in accordance with the Financial Regulations, members have reviewed the scales of fees and charges for hire of the meeting rooms, approving fees for 2017-18;
- We have examined the nominal ledger transaction reports for the current year's income in respect of the hall hire to ensure that no anomalous entries are apparent, particularly in relation to regular, periodic receipts and that income is duly banked; and
- We note a sales booking system is maintained using RBS bespoke software linked to the Sales ledger. We have discussed the use of the RBS Sales Ledger software with the software provider and the Finance and Committees Officer and due to historical records retained in the booking system it is reflecting a higher volume of outstanding invoices, currently with invoices dating back to September 2016. This may be due to receipts only being input through the cash book and not being input through the Sales Ledger.

Conclusions

No issues arise from work completed in this area requiring our recommendation however, Council should consider the operation and use of the bookings system in conjunction with the sales ledger and the most effective method for reconciliation of the invoices.

Petty Cash and “Debit & Fuel Cards”

We are required, as part of the annual Internal Audit Reporting process on the Annual Return, to indicate the soundness of controls in this area of the Council’s financial activities and note that the Petty cash account is no longer in use albeit there is a small cash float maintained by the Youth Club which has not been reviewed at the time of this visit.

We have also reviewed the management process and reconciliation in respect of the “All Star” fuel cards and the use of Debit Cards and are pleased to report that the processes are controlled in a satisfactory manner.

Conclusions and recommendation

We have been advised that the petty cash account is no longer operated however there is a small float held by the Youth Team. We were unable to check the records regarding this float and suggest that control records are maintained and made available for our future visits.

Salaries and Wages

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2015 in relation to employee percentage bandings.

We have reviewed the procedures in place for notifying the payroll provider of any changes in basic data, also confirming that the Council is not at risk in the event that an inappropriate amount is paid by the provider, who, as the initial paying agent, bears that risk. Consequently, we have:

- Checked and agreed the gross payments for each of the Council’s employees for December 2017 against the Council Manager’s establishment record;
- Checked the computations for net pay, tax, NI contributions and superannuation deductions for the same sample month by reference to the relevant HMRC and Pension Fund contribution tables; and
- Verified the physical net payments to staff, together with payments to HMRC and the Pension Fund Administrators.

Conclusions and recommendation

We are pleased to record that no issues have been identified regarding the salary payments, however, we note that Councillors are paid an allowance which is paid bi-annually by cheque. Allowance should ideally be paid through the payroll system.

R5. The Council should ideally pay Councillor allowances through the payroll system and not by cheque.

Investments and Loans

The Council has no specific funds in investments, the "surplus" funds available being held in a Barclays Premium interest bearing bank account.

The Council have two PWLB loans We have as part of our above expenditure review we have checked the cash book entries but were unable to reference the loan statements at the time of our visit..

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake a further review at the year-end visit.

Rec. No.	Recommendation	Response
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Maintenance of Accounting Records & Bank Reconciliations

- R1. The Council should consider its position with regard to the current level of Fidelity Guarantee cover, with minutes formally recording the Council's deliberations and conclusions in this respect
- R2. A listing of payments should be provided to members on a regular basis and signed to reflect their approval

Corporate Governance

- R3. The Council should review the current Standing Orders and Financial regulations to ensure that they are in line with the NALC guidelines.

Review of Expenditure

- R4. The Council should consider its position with regard to the number of bank account signatories and approve additional signatories to reduce the risk of being unable to authorise payments.

Salaries & Wages

- R5. The Council ideally should pay Councillor allowances through the payroll system and not by cheque.

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 5th March 2018

PURPOSE OF REPORT:

To provide a comparative report in relation to the future of our Business Banking.

RECOMMENDATION:

- 1. That Metro Bank be chosen as Woughton Community Council's future Business Banking provider.**

MAIN ISSUES AND CONSIDERATIONS:

We are currently using Barclay's Business Banking facility, however a service review of the current service dictates:

- No debit cards have been provided for any employees (old and new)
- Relationship breakdown between the council and our banking representative
- Restrictions in our ability(ies) to enquire on action in our account

The service review was held with our Relationship Manager at Barclay's on Wednesday 31st January 2018, at 14:00 PM, with the RFO (Samone Winsborough) and Council Manager (Steve McNay) indicates Barclay's are not the ideal provider for this service out of all reviewed banks. It is of the RFO's opinion that due to the backlog of unresolved issues and enquiries and the continued pressure this has put onto our operation as an Organisation that we are in vital need of a new banking provider which will consider the complicated mandate of our banking, whilst simplifying our banking arrangements.

Three banks have been reviewed and analysed by the RFO and Council Manager concerning the services they can offer Woughton Community Council, the key questions we discussed were as follows:

- Does the bank have a business division focused on lending to small to medium not for profit organisations?
- Comparative to our current 'Three Tier' system, what service/Account methods can you offer to simplify this? Is there a minimum balance, or transaction/transfer on this?
- Deposit accounts – As a not for profit organisation what services can you offer to ensure that we receive as much interest as possible on our monies?

- How can you reduce our monthly charges? What fees/costs do we need to be made aware of? How long do you offer 'free banking'?
- What are the perks of Business banking with you? (USPs)
- What are the different modes in which we will be able to access our banking? Are these facilities secure?
- Do you offer a dedicated Relationship Manager, what are the capabilities of the Relationship Manager to assist us?
- Can we cap expenditure on debit cards? Two stage Authorisation over a certain cost?
- Do you offer a 'switch service' for business accounts? What is the expected lead time?

Please find comparative findings below

	Metro Bank	HSBC	UTB
Fees and costs	First 200 transactions are free (£10 per account charge)	12 months free Banking (£5.50 fixed charge)	£6 per month plus 15p per individual credit/debit card transaction.
Relationship	Dedicated Relationship Manager	Split between specialist departments	No local Branches – call centre based
Interest	Community Fixed Term Deposit Account – 1.05%	Savings Account – 0.06%	Savings account – 0.2% (AER)
Debit Cards	Yes	Yes	No
Switch Service	Yes	Yes	Yes
Local Branch	Various	CMK	No

BARCLAY'S

From our current experience with Barclay's it is evident that they cannot provide us with adequate service or fulfil our expectations as an organisation. With previous experience from their customer and resolution service we can perceive this as far less than satisfactory, including an inability to limit Debit Card usage which will be one of our requirements moving forward. From discussions with our Relationship Manager we can advise that the interest rates we are accruing are not as high as the other three potential banks we could use.

HSBC

After a meeting with a Business Banking professional at HSBC it was evident we would have to be dealing with multiple departments for multiple services, this is something as RFO I would prefer to limit as resolution becomes more difficult to achieve, and simple direction gets lost in translation (much as we have experienced with Barclay's). There were a lot of questions the operative could not answer and instead informed us they would divert to different departments in

order to investigate if they could fulfil our requests – neither I nor Steve received any update from HSBC.

UTB

Whilst Unity Trust Bank looked to be a potential choice in terms of Ethos and moral banking unfortunately this is a contact centre based facility with no local branches, as RFO I would suggest this could potentially prove problematic in engaging with a specific representative who understands our business. Furthermore to this, Unity Trust Bank also do not provide a Debit card facility, and therefore cannot produce desired functionality of what we need our business banking to entail.

METRO BANK

Metro Bank offers various local branches around the vicinity of our offices, which allows for in branch advice and services, Debit Cards can be capped and also are printed in Branch on the day your account is set up – which would ensure we are covered with our ability to operate our finances and spending without any severe delay.

From our discussions with Metro bank they encourage working and supporting local businesses and community organisations like ourselves they offer community specified deposit accounts namely the Fixed Term deposit accounts offered, which apply substantially higher interest rates on reserved money for us. Not only this, it was the only Bank to give a 'courtesy call' within our decision making period, and offer aid with any further information needed – they have been able to prove a service which supports and benefits it's custom. We have had a clear and concise conversation with our potential Relationship Manager who was able to clearly and concisely answer all of our questions and ensure their ability to fulfil our needs.

It is critical to consider, which bank embodies our ethos as an organisation, and will allow the day to day functionality of our banking.

With this in mind the RFO strongly suggests moving our Business banking facility over to Metro Bank.

Our current mandate and banking arrangements were discussed with Metro Bank and they have assured us they embody the same abilities, whilst being able to redesign our arrangements with the view of simplifying and moving away from our current 'Sweep account' method.

It has become evident through analysis of the remaining banks and their behaviours (both when meeting and when out of sight) that we would surely incur the same frustrations we have with Barclay's, with no one dedicated advisor but rather various departments you will be diverted to and from.

FINANCIAL IMPLICATIONS:

Monthly £10 charge per account (may potentially need 2)
First 200 Transactions a month are **free**

STAFFING IMPLICATIONS:

None perceived

OTHER IMPLICATIONS:

Lead time is estimated at 2/3 weeks from time of application to account switchover. Please note – this was the best lead time we were estimated from all three banks.

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough
RFO

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To propose acceptance of the organisational service plans for 2018/19.

RECOMMENDATION:

- 1. That the Committee notes the plan and agrees it's acceptance as the planning document for Woughton Community Council for 2018/19.**

MAIN ISSUES AND CONSIDERATIONS:

The Service Plan is a document that will be used to define delivery across the organisation over the coming financial year. It is a collation of the four service plans provided and agreed by committees (Operations, P+R and Services, which included a separate plan for the Youth Service).

The plan has been collated into specific areas and colour coded to ensure specific committees (and Accounts Sub Committee) are clear about the areas of responsibility. In addition, each element has a named officer and member who will oversee delivery against these challenging targets.

The plan covers the main issues for the council and will, in future, be part of a more structured approach to service and budget planning, delivering against local needs, resident feedback, budgetary constraints and best practice. Alongside specific targets for supporting and developing our communities, there is considerable focus on organisational development to ensure a robust and high quality council for the future.

Delivery against the plans targets will be overseen by committee and led internally by the Council Manager, utilising appraisal and 1:1 meetings to ensure focus is maintained. However, this is a 'living' document and will be subject to review, evaluation and change over the course of the year, dependent on organisational needs. It is essential that this is seen as one element of planning and acceptance that there will be unforeseen opportunities and challenges that arise over the year, which will need to be addressed as and when they arise.

FINANCIAL IMPLICATIONS:

There are specific financial implications noted throughout the plan, varying from simply using existing officer time to significant investment needs (e.g. for renewing and updating community venues). Any expenditure will be in line with agreed reporting processes as the plan is developed and further work is undertaken to define and agree budgets.

STAFFING IMPLICATIONS:

Staffing implications are noted throughout the plan. It is worth noting that there is considerable work to undertake within this plan and demands of officers will be considerable. Focused and targeted work will be defined through the appraisal / 1:1 meetings to ensure staff resources are appropriately utilised.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

Woughton Community Council - Annual Service Plan – 2018/19

AUTHOR

Steve McNay – Council Manager



Woughton Community Council

Annual Service Plan – 2018 / 19

Woughton Community Council is the council closest to the residents in the parish of Woughton. The Community Council is here to support residents by representing their views on issues affecting them and providing services to support a strong community.

This document aims to provide and oversight as to the organisational plans for the coming financial year. It covers internal needs (Organisational Quality, Capacity and Development) and the external service delivery, events and community development.

This is a 'living' document and will be reviewed and monitored throughout the year and is coded to ensure that there is robust oversight from the relevant committees and elected members.

KEY:



Woughton Community Council - Service Plan - 2018/19

This document details the aims of Woughton Community Council (WCC) for the financial year 2018/19.

The service plan links existing strategic plans, policies, community feedback and best practice guidelines from a range of sources to create what we hope will be a useful overview of what we are trying to achieve. For ease of use, it is separated out into key organisational areas;

Quality, capacity and development, focusing on ensuring that we have robust and effective policies, processes and plans in place to ensure the quality and effectiveness of our management and systems;

Communications, engagement and events, looking at how we can improve how we talk to our communities, partners and businesses locally, both through online means and in more traditional ways, including through our calendar of community events;

Community Support and Development, which looks at what we are doing and what we want to do to support local people, through our services (which are already some of the best in the city, with excellent youth, advice, schools, landscaping and environmental services providing high quality support across our patch), and;

Civic Pride, focusing on how we can support people across Woughton to make it an even better place to live, focusing on ensuring that we maximise our reach and build new ways of managing with fewer resources.

It is a challenging time for local councils and this plan aims to ensure that Woughton thrives, despite these challenges.



We welcome your feedback regarding this plan and encourage you to let us know what YOU feel we should be working on. Everyone here are Woughton Community Council wants to make sure that our residents are supported to build upon the huge strengths that we have across our parish and you can help us do that.

E: reception@woughtoncommunitycouncil.gov.uk

T: 01908 395681

W: www.woughtoncommunitycouncil.gov.uk

Or at our offices:

Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, MK6 5EG

Thank you

Organisational Quality, Capacity and Development

Quality and Compliance

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
1. Quality Council	To gain accreditation as a Silver Quality Council through the Sector Lead Accreditation scheme (Gold the following year)	To achieve Silver Status	Foundation Status by October 2018 and Silver Status by March 2019	No specific budget required.	Within existing resources, with input from all sections as necessary	Council Manager Chair of Operations Committee	ACCREDITATION OPERATIONS
2. Audit	To ensure Audit Compliance	To submit our accounts for internal and external audits in a timely fashion in accordance with requirements	To consider all recommendations from Audit in a timely fashion and to implement all recommendations unless Policy and Resources Committee decides otherwise for a good reason	Within existing resources	RFO time	RFO/OM Chair of Accounts Sub-Committee	COMPLIANCE ACC SUB
3. Compliance with Legislation	To ensure we are compliant with all legislation and documents produced through or on behalf of WCC.	To introduce an Annual 'Audit' of documentation, policy and procedure to ensure all information provided is relevant and as up to date as possible. To ensure we are compliant with legislation i.e. we will be scrapping 'Retirement Policy'	Jul 18	Ops Manager/Council Manager time	Ops Manager and Council Manager time	RFO / OM Council Leader	COMPLIANCE P+R
4. Member Improvement and Development	To develop members as community leaders	To enhance the training and development of Members of the Council	To develop and promote an extensive training programme, have 1 to 1 personal development meetings with all members and to enhance member's knowledge, confidence and level of engagement. Continuous year-long programme	None required except at very minimal level and the training budget	Minimal Administrative staffing costs	Committee and Member Services Manager Chair of the Council/Leader of the Council	PLAN / CALENDAR P+R
5. Staff Wellbeing	To continue to motivate and improve staff morale and wellbeing.	To audit our 'Lone Workers' policy to incorporate all methods of 'Lone Working' and to ensure through our process and policy we are compliant in our Duty of Care to our staff, and also limiting unreasonable expectations of staff i.e. Not paying lowest paid staff for overtime.	July 2018.	Payments to be made for overtime, and some backdated.	OM/Council Manager	RFO/OM/ Council Manager Chair of Operations Committee	PLAN / POLICY OPERATIONS
6. Health & Wellbeing Award	A methodical evaluation tool worked through and completed across the entire service to show that our service is working to best practice. In regards to the health and wellbeing of every child and young person we serve.	To retain and maintain this award through high standards. Measure and evaluation is in each individual project but evidence in us receiving the award	Completion and evaluation by the Public Health board of all evidence submitted. (September 2017)	Officer time to maintain standards and quality	Tech & Gem	Youth Manager & Youth Development officer Chair of Services Committee	ACCREDITATION SERVICES

Income Generation and Protection

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
7. Income Generation	To enhance income generation	£20,000 additional income in 2018/19	Mar-19	None. Aim is to increase income, but some spend to save or spend for investment may be proposed	Within existing resources from all sections as necessary	Council Manager Leader of Council	PLAN P-R
8. Offices	Income Generation	To lease available office spaces at our meeting places	To hire out all available meeting place offices by January 2019	Possibly some upfront expenditure but recovered through additional office rent, plus some advertising costs potentially	Time and effort by the RFO	OM/RFO Leader of the Council	PAPERWORK P-R
9. Meeting Places	Expand use of Meeting Places	To increase income and maximise use of our 4 meeting places. Audit each of our meeting places with a view to ensuring that they are fit for purpose in terms of the facilities and equipment available	To increase the use of our meeting places by 50% by December 2018	None. Potential for raising incomes. Calculating costs will increase but more than covered by additional incomes	Calculating costs and Bookings Clerk (No additional costs for letter)	OM/ RFO Leader of the Council	PLAN P-R
10. Community Asset Transfer	Expand Assets along with control and influence over use and function of local assets. Provides income generation potential	To seek Transfer of Coffee Hall and Eaglestone Local Centres and Depot on Barnfield brow Sutherland	Full Case to be presented by July 2018, Will then require campaign	None. Within existing resources	Support of all Officers as required	Council Manager Leader of the Council supported by Chair of Policy and Resources Committee	POLICY / PLAN / CAMPAIGN P-R
11. LCTS	Maintenance of Grant	To ensure that any reductions in LCTS recognise the potential for a negative impact on Councils with a low Council Tax base and that any such losses are minimised accordingly	Making the Case by August 2018 (along with other affected Parish Councils and a successful conclusion by November 2018)	None	Time and effort by Council Manager	Council Manager Leader of the Council	CAMPAIGN P-R

Resources Development

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
12. Devolution	Maintain and Improve Services in the area	To consider options for the devolution of services from Milton Keynes Council	To discuss with MK Council further opportunities for devolution of services to WCC such that each opportunity may be considered by WCC	None in the short term or for 2018/19, though it is possible that any agreements will require some funding from 2019/20	Council Manager supported by the RFO	Council Manager Leader of the Council	POLICY (TO INCLUDE COST BENEFIT ANALYSIS) P-R
13. Shared Services	Seek Opportunities for closer working with other Parishes especially CHC	To develop through discussions within CHC, ways of working more closely together and the development of shared services	No fixed timescale. Depends on discussions	None. May save money	Council Manager supported by Head of Services	Council Manager Leader of the Council	OBJECTIVE P-R

Finance

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
14. Review of Banking Arrangements	To secure improved banking services	Re-tender Banking Services Contract	New arrangements in place by May 2018	None. May save resources	Within Existing Resources	RFO Chair of Accounts Sub Committee	REVIEW ACC SUB
15. Accounts and Budget Monitoring	To keep accounts up to date, in accordance with financial regulations and best practice	To keep accounts up to date, properly reconciled, and regular budget monitoring reports to budget holders and committee	To produce regular budget monitoring reports to all meetings of the Policy and Resources Committee and Accounts Sub Committee by April 2018. To consider and revise budget coding and headings by June 2018. To ensure financial regulations compliance in bank reconciliations and member approval of payments by June 2018	Within Existing Resources	RFO time	RFO Chair of Accounts Sub Committee	COMPLIANCE ACC SUB
16. Procurement Strategy	Save money through smarter procurement	Develop a comprehensive strategy and ensure a consistent policy and procedures	Sep-18	None. Aim is to save money	Within existing resources. Consultation with all sections	RFO Chair of Accounts Sub Committee	POLICY ACC SUB
17. Investment Strategy	To gain additional investment interest	Develop a new strategy	Jul-18	None. May increase income	Within existing resources	RFO Chair of Acc. Sub	POLICY AC SUB

Policy and Procedure

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
18. Compliance with Legislation	To ensure we are compliant with all legislation and documents produced through or on behalf of WCC.	To introduce an annual 'Audit' of documentation, policy and procedure to ensure all information provided is relevant and as up to date as possible. To ensure we are compliant with legislation i.e. we will be scraping 'Retirement Policy'	Jul-18	Ops Manager/Council Manager time.	Ops Manager and Council Manager time. Also links to Ops Committee for specific elements	OM Chair of Operations Committee	POLICY P+R
19. Policy and Procedure	To review current policy and procedure and revise.	To ensure standardised and effective methods across the business to streamline efficiency and compliance. To implement procedure from 'Lessons learnt' FY16/17.	All policies and procedure to be reviewed and revised by July 2018. Policy review policy to be developed and implemented by year end	RFO/Ops Manager and Council Manager time.	Existing Resources	DM/Council Manager Chair of P+R Committee	POLICY P+R
20. Human Resources	To ensure a standard process of on boarding, terminating and reviewing all staff through internal process.	Review critical documentation for all employees from employer perspective. Create a 'template' of ideal personnel file, create any document templates needed and format in a standard manner, audit current staff and build up file from template.	Template - Complete Audit - Ongoing HR filing process in place by April 2018.	None.	Staff time to complete documents. RFO/Council Manager time to create templates and process. Christina - to complete Audit.	DM/Council Manager Chair of Operations Committee	POLICY / DOCUMENT Operations

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
21.Staff Handbook	To ensure Staff Handbook is compliant with current legislation and that all new processes introduced are effectively detailed.	To ensure standardised policy and procedure within the organisation, including effective communication of change.	Updated Handbook to be revised and edited by September 2018. (Policies and procedures to be reviewed and revised first.)	RFO/Ops Manager time. Printing costs	Existing Resource and Peninsula.	OM Chair of Operations Committee	Policy / Document OPERATIONS
22.Contracts	To provide a coherent and standardised offer of employment to all new and current employees.	To ensure all contracts collate with policy and procedure documented in Staff handbook, reformat current 'standardised' version.	Updates versions of Contracts to be revised and edited by September 2018.	RFO/Ops Manager time and Council Managers time. Printing costs	Existing Resource and Peninsula.	OM/Council Manager Chair of Operations Committee	POLICY OPERATIONS
23.Health and Safety Compliance	To ensure the Health and Safety of all employees at all times under our Duty of Care.	To audit all current Health and Safety policy to create a more robust, relevant and understandable statement which covers all necessary areas. Review and revise process and procedure to ensure we are compliant with the above.	June 2018.	Ops Manager time.	RFO/Ops Manager	OM Chair of P+R Committee	COMPLIANCE OPERATIONS
24.Emergency Plan	To provide an updated and relevant version of an Emergency Plan for the Woughton Parish.	To update and reformat the Emergency Plan.	Updated version to be ready for presentation by May 2018.	RFO/Ops Manager time. Potential outlay for any suggested tools or equipment in the event of an emergency.	Existing Resource	OM (Potential to delegate) Chair of Ops Committee	POLICY OPERATIONS
25.GDPR	To ensure compliance with new GDPR (General Data Protection Regulations)	To ensure full compliance	May 2018 when new regulations come into force	To be considered as necessary	With existing Staff resources. All sections will need to be involved	Council Manager Chair of Policy and Resources Committee	POLICY P+R

Communications, Engagement and Events

Communications

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
26. Communications	Improve Internal and External Communications	To develop internal communication systems and to enhance external communication	To develop a strategy and process for improving internal communications by June 2018 and to significantly improve our external communications (newsletter, publications, website, Social Media and Press and Media by October 2018)	To be analysed. When fully analysed and a full strategy is developed this may require extra funding than currently available in the communications budget	Requires the support of all staff and sections	Council Manager Chair of Operations Committee	POLICY OPERATIONS
27. Website	To ensure the website as an interface is more user friendly, and material is relevant and that the website is redesigned to reflect a more modern approach.	Continue with Pink Fish for a period of 12 months, under continual service review. To delegate power to 'heads' in terms of material to be inputted. Utilise the 1 hour per month one to one time to increase efficiency. To confirm statutory information which needs to be defined on the website and reviewed regularly.	Pink Fish Review – January 2019. Any material to be updated needs to be submitted to lead office before monthly deadline (TBC). Utilise their consultancy one a month. RFO/Ops Manager and Council Manager to delegate statutory commitments prior to website redesign. Updated website: TBC	£600 fee to Pink Fish for continuation of services for 12 months.	All Staff time and effort.	Council Manager. Chair of Operations Committee	ACTIVITY OPERATIONS
28. Social Media	To increase our Social Media presence, with the particular view to inform the younger generation of upcoming events and efforts. To ensure the material is regularly updated and relevant to the audience.	To allow multiple user access across all our social media outlets. To increase our relevancy and presence through these effective communication channels.	Ongoing – to be developed and detailed in Communications Plan/Policy.	Staff time.	All Staff time and effort.	Council Manager. Chair of Operations Committee	POLICY / PLAN OPERATIONS
29. Six monthly calendars of events	To further develop our presence and increase footfall through effective communication of upcoming events/points of interest.	To produce a calendar every six months of upcoming projects and events to advertise to residents, and secure organisational overview.	Listed events for June – December by May 2018. First calendar to be produced June 2018. – TBC (Potential to align with Woughton Gazette delivery dates.)	Potential printing costs. Staff Time	All staff time and effort	OM Chair of Operations Committee	ACTIVITY OPERATIONS
30. Notice boards	To review and update all notice boards within the Parish. To decide on plan regarding notice board for the WCC Hub.	To implement standardised formats and criteria for Notice boards within the Parish.	Align with future planning of Meeting places. Review and recommendations to be completed by July 2018.	Staff time. Potential costs for updated notice boards if needed.	Ops Manager time.	OM Chair of Operations Committee	POLICY OPERATIONS
31. Gazette	To decide 'best practice' in terms of publishing and delivering the Woughton Gazette to residents.	To decide on a uniformed delivery of the Gazette three times annually. To generate a pricing structure for advertisements. To provide Tender Review for most cost-effective means of publishing the Gazette.	Delivery dates to be decided by Spring 2018 (May). Review of pricing structure and publishing methods to be completed by Summer 2018 (Aug).	RFO/Ops Manager time, printing and delivery costs three times a year, however this should be vindicated by advertising costs-effective advertising of our resources could also drive a stream of revenue.	Existing Resource. Potential for third party printing service.	OM Chair of Operations Committee	POLICY OPERATIONS

Engagement

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
32 Councillor Roadshows	To improve engagement and presence within the community through 'Councillor Roadshows'	To introduce timetabled slots for 'Councillor Roadshows' that these are appropriately advertised and to assess engagement levels – to see if this is something we would like to continue.	Ongoing, but two roadshows per estate over the course of 2018/19	None perceived – utilise local amenities.	Councillor and officer time.	OM Chair of Operations Committee	ACTIVITY OPERATIONS
33 Community Survey	To ensure we are representing the needs and aspirations of all of our community	To receive the comprehensive views of at least 40% of our residents, with particular attention paid to the views of younger members, the BAME community and hard to reach groups	By January 2019 (to include consultation on future years budgets)	To be considered but at least £2,000 required from within the communications budget	To be determined when the remit of this is considered in full	Council Manager Chair of Operations Committee (Budget Leader of the Council)	CAMPAIGN OPERATIONS
34 Youth Council	To give our younger community a bigger say in local matters	To establish a Youth Council for the Woughton area	Steering Group by October 2018. Full Youth Council by March 2019	None in 2018/19 unless some grant aid budget requested. May require resources in future years	Services Manager supported by Youth Manager	Services Manager Chair of Services Committee	PLAN SERVICES
35 Welcome Packs	To inform new residents of local services and support	To provide a 'welcome pack' of information for new residents of WCC ward	To have pack in place by September 18	Printing costs	Officer time	Comm Serv Manager Chair of Services	PAPERS SERVICE
36 Faith/Club Culture	To provide for the better engagement of our diverse community	To establish a Faith and or Multi Cultural Forum	By November 2018	None in 2018/19		Council Manager Chair of Policy and Resources Committee	PLAN PFI

Events

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
37 Festival	In partnership with Campbell Park, to provide an event celebrating the Four Bridges areas	To hold a large scale family event, with a variety of activities, local bands and businesses, building community links and involvement	To be held during July 2018	£9,000 confirmed (£4.5k each from WCC/OPPC) with additional possible via sponsors, donors and charging policy	All councillors and officers involved.	Service Manager, Council Manager and Services Committee Chair	EVENT SERVICES
38 Apple Day	Community engagement and development	A family event, celebrating local growing and offering opportunities for use of free fruit, etc.	21st September 2018 for event	£1000 identified, but potential for further income via sponsorship	Community Environment Officer, supported by others	Community Services Manager / Chair of Services Committee	EVENT SERVICES
39 Zombie Walk	Community engagement and development	Fun event, bringing communities together	31st October for event	Limited resources needed, but some finance needed - £500 maximum	Community Environment Officer, supported by others	Community Services Manager / Chair of Services Committee	EVENT SERVICES

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
40. Woolton Walks	Community engagement and development	Providing an active event, to include dog owners, promoting responsible ownership and community involvement	Planned for May 2018	No financial resources, but potentially significant officer time	Community Environment Officer, Youth Manager supported by others	Community Services Manager / Chair of Services Committee	EVENT SERVICES
41 Multi-cultural events	To promote engagement with our diverse cultural communities, building understanding and improving community relations	Better links with communities and a series of events throughout the year celebrating the diversity of Woughton	March 2019 - Commonwealth week of events, plus specific events around key celebrations (Diwali, etc.). Calendar of event to be in place by July 2018	Unclear at this point, but up to £2000 budgeted towards events	Community Officer, Community Services Manager and all officers to be involved	Community Services Manager / Chair of Services Committee	EVENT SERVICES
42 Christmas Lunches, parties and punts	As part of the Woughton Cares initiative, offering meals and events across our patch	To provide a safe and friendly environment to support older and vulnerable people and the youth service beneficiaries, offering opportunities to build knowledge of local needs and provide a positive end of year celebration and reward	Dec-18	Up to £200 per lunch - consideration of contributions from attendees / sponsorship and donations, etc... With additional funding for punts, parties at youth services and similar. Up to £2000 in total.	Community Services Manager, Family and Community Officer	Community Services Manager / Chair of Services Committee	EVENT SERVICES
43 Annual Beach Party	Part of the Youth Provision, building on Play Rangers and celebrating across the parish as a family friendly event	Better use of outside areas, reduction in ASB and 'territorial' behaviours	During the school summer holiday break	Use of halls, officer time and equipment here (£500)	Youth Service Manager and staff, supported by other officers / members	Youth Manager / Community Services Manager / Chair of Services Committee	EVENT SERVICES

Community Support and Development

Item/Description	Objective	AIM/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
44. Woughton Cares Charity	To investigate the potential for a Woughton Specific charity to support delivery	To have a clear idea and plan by October 2018	Plan - 2018	Officer time only	Council Manager, Community Services Manager	Council Manager/ Chair of Services committee	PLAN SERVICES
45. Wellbeing weeks	Woughton Cares - Support	An increase in resident mental, physical and emotional wellbeing, becoming more active,	April 2018 & October 2018	None	All officers	Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES
46. Wellbeing Room	Woughton Cares - Support	A fully functioning stand alone room available to use by groups to run focused sessions, with an emphasis on Health & Wellbeing	Room open and functioning by May 2018	Investment needed to improve the space - up to £2000	Community Services Manager, Community Environment Projects Officer, Community Advice Officer	Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES
47. Wellbeing event	Woughton Cares - Support	An increase in Residents Mental wellbeing	Happier residents more able to deal with daily life Ongoing quarterly	None	Family & Community Officer	Community Services Manager / Chair of Services Committee	EVENT SERVICES
48. Premise and increase WAS usage Monthly sessions at Doctors Surgeons	Woughton Cares - Advice	Increase numbers of Residents getting support with issues and concerns. Developing the confidence and ability to deal with future problems	Evaluations of numbers every three months. An increase in Residents attending the WAS.	Officer time	Community Advice Officer Supported by all Officers	Community Services Manager Chair of Services Committee	ACTIVITY SERVICES
49. Housing and information event	Woughton Cares - Advice	One stop shop for Residents requiring support	Residents having less stress and worry. ongoing quarterly	Officer time	Community Advice Officer	Community Services Manager Chair of Services Committee	EVENT SERVICES
50. Volunteer Event	Woughton Cares - Advice	Up-skilling, developing Residents with a view to getting in to employment	Residents with more confidence and new skills Ongoing quarterly	Officer time	Family & Community Officer	Community Services Manager Chair of Services Committee	EVENT SERVICES
51. Play Rangers	Woughton Cares Youth - to provide a range of activities across the patch, using open spaces	Reduction in ASB and territorial behaviours, use of open spaces, improvement in physical and mental health, improved access to play and parental engagement	12 month pilot, starting in March 2018 (full rollout from April 2018)	Approx £10k, including Woughton Cares, Youth money and similar. Will need access to van	Youth Manager and officers, supported by Community Services Manager	Community Services Manager Chair of Services Committee	ACTIVITY SERVICES
52. Resident Training and up-skilling	Woughton Cares - Community Development	Residents having the correct knowledge, experience and qualifications to run their groups in the correct way	Food Hygiene training Risk Assessment Health & Safety First Aid By the end of 2018	Training costs - dependent on budget	Community Services Manager	Community Services Manager Chair of Services Committee	ACTIVITY SERVICES

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
53. Resident Associations	To develop, support and improve relationships with Resident Associations across the parish	To support the creation of a residents association for each estate To develop a 'concordat' with each association To provide training opportunities to associations	All estates to have a RA by end of 2018/19 Concordats with 3 by Nov 18, remainder by March 19 Programme of training to be developed over the course of the year	No direct financial resources, but potential for some funding for trainers	Officer time - Community Services Manager and others	Community Services Manager / Chair of Services Committee	PLAN, PAPERWORK AND DELIVERY SERVICES
54. Networking Breakfast	To improve partnership working, and provide networking opportunities for local organisations	Provision of space for local groups to come together, network and plan, with WCC officers, collaborative approaches.	2 events over the course of 2018/19	Space and planning only - some refreshment costs	Officer time	Community Services Manager / Chair of Services Committee	EVENT SERVICES
55. Schools Work	To improve support to local schools through liaison, service provision and specific projects	Bridge Arts Awards Play Support U12's Football	Term time only - sessional approach Based on opportunity and time allowance Term time only - sessional approach	No direct costs and potential for some income generation	Officer time - mainly Youth Manager and Youth Dev Officer	Youth Manager / Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES
56. Escape the Trap	YOUTH ADVICE Safeguarding A recovery and preventative programme relating to exposure to Domestic Abuse. Educating teenage girls about coercive behaviour, consent & their rights	Attendance & engagement. Increase in understanding of their rights, consent, and the law. An increase in self-esteem, emotional and mental wellbeing. Escape from abusive relationships/ settings. Reduction of risk to future abuse	Two Pilots with a view to roll out to Parish schools regularly. Student, school and professional's sessional evaluations. Project reviews Measure of change	Officer's hours Workbooks Snacks	Tash. Healthy relationships team (FAST)	Youth Manager / Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES
57. Young Carer's Youth Group & Young Carer's cafe	Needs led. Offering safe space for social activity, 'off duty' access to support & personal development to Young adults who care for others to prevent isolation and increased risk of mental health issues.	Good attendance and access to additional support Increase in young people engaging. Increase in social and mental wellbeing. Reduction in escalating mental health issues. Sessional evaluation and periodic reviews	Service brought in by YCMK. Supported by WCC & periodically by Tash Pilot 6 month Feb-July 18	Hall hire generates income. Tash does occasional sessional support to evaluate and to keep on area	MKYC staff + Tash	YCMK Youth Manager / Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES
58. Young Adult Carers	Needs led. Offering safe space for support & personal development to Young adults who care for others to prevent isolation and increased risk of mental health issues	Good attendance and access to additional support Increase in young people engaging. Increase in social and mental wellbeing. Reduction in escalating mental health issues	Sessional evaluation and periodic reviews Service brought in by YCMK. Supported by WCC & periodically by Tash Pilot 6 month Feb-July 18	Hall hire generates income. Tash does occasional sessional support to keep on area	MKYC staff + Tash	YCMK Youth Manager / Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
59. Wroughton Cakes Food Project	To provide a range of activities and programmes that help address food poverty, healthy eating and promote community ownership and development	To have a range of activities including: Community Café Community Fridge Community growing projects Training and skills development Meal provision for those in need Other activities dependent on views of local people	This is a significant piece of work that incorporates a number of existing projects (such as the Youth Food project) with new developments. At this early stage, it is hard to specify timescales but aims are: - Community Fridge and Community Café within the first quarter of 2018/19 - Community Growing projects to start during the summer of 2018 - From the above, pop up cafes and frozen meal provision prior to Autumn 2018 This will build on existing links to the 'FairShare' project and food donations.	Equipment and improvements to kitchen are likely to be significant expenditure (£5000+) Ongoing costs for basic foodstuffs, but income generating through café sales	Officer time for development, volunteer training and ongoing support. Mainly volunteer led and delivered in the longer term	Community Services Manager / Community Projects Officer / Youth Manager / Chair of Services Committee	ACTIVITY SERVICES
60. Youth Service Delivery	To continue to deliver high quality, varied and responsive youth support across the WCC areas	To continue to deliver the existing services and additional projects to meet diverse needs including: - Youth Clubs in all areas of WCC - SEN Youth Club, to support those with additional needs - Q-Alliance sessions – to promote inclusion and specific support for LGBTQ young people - Street Dance Projects – in Netherfield and Eaglestone (in partnership with schools) - Physical activity sessions – with MK Dogs, Leisure Centre and others - Sexual health services – including C Card and testing options - Hope MK – community development project for young people.	Varied and plentiful. Robust monitoring and outcomes measures to be implemented and monitored by Youth Manager to ensure suitability, cost effectiveness and benefit to young people.	Within existing resources, grant applications and through partners funding specific elements	Officer time – all youth workers, manager and Youth Development Worker	Youth Manager/ Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES

Civic Pride

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
61. Civic Pride	To enhance Civic Pride	To promote good and cohesive communities, to support and recognize individuals and groups bettering the area and the local communities and to celebrate active citizenship	A successful Community Awards Scheme (March 2019). Increased attendance at functions by the Ambassador	Within existing budgets	Support by Service Manager and other staff as appropriate, especially Chair / Leader / Ambassador	Community Services Manager Chair of Services Committee	PLAN SERVICES
62. Enforcement	Woughton Caris COMMUNITY Advice	Less fly tipping, cleaner tidier Woughton, reducing, reusing, and recycling. This will be in conjunction with Milton Keynes Council	Evaluation July 2018 by obtaining information from MKC enforcement, regarding any prosecutions or improvements	Officer time	Community Environment Officer & Community Environment Projects Officer	Community Services Manager Chair of Services Committee	PLAN SERVICES
63. Estate Patrols	Advice Woughton Caris highlighted by budget consultation	An increased presence on Estates to deal with fly-tipping and other issues. Engaging with Residents	A regular schedule of estate patrols Ongoing	Officer time	Community Environment Officer	Community Services Manager/ Chair of services Committee	PLAN SERVICES
64. Parking Issue Parish Wide	To be pre-active and visibly addressing the parking issues that are a consistent concern for local residents.	Decreasing complaints Residents being able to access their drive ways, less damage to landscaping *A larger body of work will be looked at by the Council Manager and Policy and Resource Committee	Working with Schools working with the Pupils to produce posters and banners. April 2018 banners displayed outside every School.	Officer time	Family & Community Officers, Community Environment Officer	Community Services Manager Chair of Services Committee Council Manager Chair of P & R Committee	PLAN CAMPAIGN P+R / SERVICES
65. Planning	To ensure developments take place in accordance with the approved Neighbourhood Plan	Make effective representations to ensure that all developments are in the letter and the spirit of the Neighbourhood Plan	To further develop and make effective timely representations on all relevant planning matters as they arise including proposals for the site of MK College and Croppes Lodge	None	Council Manager supported by Committee and Member Services Officer	Council Manager Chair of the Council	OBJECTIVE P+R
66. Regeneration	To ensure that any regeneration proposals that emerge are in line with our approved Regeneration policy	To make effective and timely representations to our MK, MK Council and others as appropriate	No specific timescales or milestones	None	Council Manager Time	Council Manager Chair of the Council	OBJECTIVE P+R
67. Culture and Sport	To enhance the Cultural and Sport Offer in the area	To develop a new strategy for Culture and Sport	Draft Strategy for Consultation by December 2018 and Approval of Full Strategy by February 2019	No direct resources in this financial year. Depending on Strategy some resources may be required in future years	To be determined when the remit of this is considered in full	Council Manager supported by Services Manager Chair of Policy and Resources Committee	STRATEGY P+R
68. Up-cycle Project	Woughton Caris COMMUNITY	Less bulky items disposed of in inappropriate places, in conjunction with the up cycle project.	Work with Men In Sheds to agreed how the two agencies will work together by August 2018 Formal project launch with publicity and agreements by October 2018	Officer time and potentially disposal costs (NB can be linked to enforcement for co2 recuperation)	Community Environment Projects Officer	Community Services Manager / Chair of Services Committee	PLAN / ACTIVITY SERVICES

Item/Description	Objective	Aim/Target	Milestones and Dates	Financial Resources	Staffing Resources	Lead Officer/Member	Type and Committee responsible
69 Men in Sheds	Community development / up-skilling	As a new group - some support is still required for men in sheds, this will be ongoing for 12 months and link in with the Up-cycle project and Bulky waste initiative	That Men in Sheds continue to thrive and are supported as and when required. They are a confident functioning group in 12 months, review March 2019	Officer time	Community Environment Projects Officer	Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES
70 Junior People in sheds	To explore the potential for a junior branch of the Men in Sheds group, for ALL young people	To work alongside existing Men in Sheds group, developing skills and confidence in young people.	Evaluation and exploration over first half of 2018/19	Unknown	Limited time for evaluation and exploration	Youth Manager/ Community Services Manager / Chair of Services Committee	EVALUATION SERVICES
71 Bulky Waste Initiative	Woughton Cares - Community	Links to Men in Sheds, recycling, Up-cycling and a range of other activity, to reduce the amount of bulky waste left un-dealt with across the estates	Evaluation after six months. Ongoing	Officer time for evaluation period only - then review	Community Environment Project Officer & Community Environment Officer	Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES
72 Open Space	To provide for more local control and influence on use of open spaces	To seek the devolution of the Open Public Spaces Permission system	By September 2018	None	Minimal Administrative staffing costs	Landscape Manager / Leader of the Council	PLAN P+R
73 Landscaping	Improve the Open Space	Further develop a comprehensive and responsive landscaping strategy and to promote initiatives aimed at increasing the level of community management of Open Space	To document service standards, to publish a schedule to operations and to put into community management at least 5 examples of community management of open space by February 2019	Within landscaping budget	Landscape Managers time supported by landscape staff	Landscape Manager / Leader of the Council	STRATEGY P+R
74 Landscaping	Provision of high quality landscaping services for the parish	To maintain the high level of responsiveness and quality of our landscaping services	Time to respond remains within 72 hours and positive feedback from residents with regard to the local area	Within existing resources	Landscape Managers time supported by landscape staff	Landscape Manager / Council Manager / Chair of P+R Committee	ACTIVITY P+R
75 Grow your Community / Gardening Project	Community engagement and cohesion. Breakdown inter-generational barriers Encourage grow your own food practice and increase use of fresh produce reducing expenditure for families. Grow produce for other projects. Develop a parish foragers map/webpage	Produce grown and utilized in other projects. Seasonal evaluations. Attendance. Increased community engagement	Ongoing provision - re launch in March 2018	Officer hours, most equipment in place already, potential further spend of up to £200	Youth Manager (as needed), Youth Staff	Youth Manager to oversee, with Youth Support Officer leading delivery/ Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES
76 Egglestone Mural Project	Woughton Cares - Youth Community engagement and responsibility for local environment Pride in parish Reduce anti-social behaviours	Attendance, enjoyment & engagement Improvement to the local environment Reduction in anti-social behaviour on Egglestone	Seasonal evaluations and project review by officers, school, residents association and young people Young people's involvement and engagement The finished product!	Officer hours Paint and brushes and sprays EMA to raise funds	Tash Gem Clare Tammy Tachia and Lorraine Egglestone residents	Youth Manager & Environment officer/ Community Services Manager / Chair of Services Committee	ACTIVITY SERVICES
77 Christmas Trees	Community engagement	WCC to provide Christmas Trees on Egglestone and Tinkers bridge if the Residents would like it. Community event utilising the tree	Beginning of December 2018	£300	Community Environment Projects Officer	Services Manager / Chair Services Committee	Activity Services



Agenda Item: FC 95/18 (a)

Woughton Community Council

Calendar of Meetings

2018

Date	Time	Meeting	Venue
Wednesday 14 th March	2:00pm	Accounts Sub-Committee	Woughton Community Council Hub
Wednesday 11 th April	2:00pm	Accounts Sub-Committee	Woughton Community Council Hub
Wednesday 9 th May	2:00pm	Accounts Sub-Committee	Woughton Community Council Hub