

Monday 8th January 2018

To: All members of Woughton Community Council

Cllrs Sue Smith (Chair), Nick Scott (Vice Chair), Shammi Akter, Jordan Coventry, Tina El-Shabrawy, Reg Elliot, Donna Fuller, Phillip 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 15th January 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 89/18 Apologies:

To record apologies from members unable to attend the meeting

FC 90/18 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 91/18 Chairs Announcements:

To receive announcements from the Chair.

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

To receive questions/statements from members of the public.

FC 93/18 Minutes of the previous meeting:

To receive and approve as a true and correct record the minutes of the Council meeting, held on Monday 6th November 2017.

(Attached)

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.

(Minutes attached)

FC 95/18 Ward Matters arising:

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

FC 96/17 Feedback from meetings with Outside Bodies:

Woughton Welfare Trust -

Netherfield Enterprise Trust –

Hedgerows Family Centre - **Cllr Sue Luttmann**

MK Parish Forum - **Cllrs Sue Smith, Alan Williamson**

MKALC, BALC, NALC - **Cllr Kevin Wilson**

(Verbal reports)

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.
- b) Report on the draft 2018 / 2019 budget from the interim Responsible Financial Officer.
- c) Copy of the draft 2018 / 2019 budget.
- d) Report on the results of the budget consultation.

(Reports and draft budget attached)

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

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

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

(Report attached)

**FC 102/18 To agree the appointment of a contractor to supply the dog waste bags:
(Report & copies of each quote is attached)**

Date of next meeting:

Monday 5th March 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 6th November 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 Elliot, Tina El-Shabrawry, Sue Luttmann, Peter Orme, John Orr, Archibald Prempeh, Pauline Prop, Yvonne Tomlinson, Thalli Visvendran, Alan Williamson, Kevin Wilson, Pam Wilson.

Also present: Julia Bandy (Community & Services Manager / interim Council Manager), Brian Barton (Committee & Member Services Officer / interim Responsible Financial Officer).

In attendance: Mr Steve McNay and one (1) member of the public.

FC 76/17 Apologies:

Received from Cllr Yvonne Tomlinson (unwell).

AGREED

FC 77/17 Declarations of Interest:

There were no declarations of interest.

NOTED

FC 78/17 Chairs Announcements:

The Chair welcomed Mr Steve McNay to the meeting.

The Chair informed the meeting that the Wellbeing event and Zombie Walk had recently taken place, there were two (2) Parish Councillors from Campbell Park Parish Council who took part in the Zombie Walk.

There will be a volunteer day event tomorrow at the Woughton Community Council offices between 11:00am – 1:00pm.

The office will be closed for the Christmas break from 12:00pm Friday 22nd December 2017 and will re open to the public on Thursday 4th January 2018.

The Chair said that the staff currently have a high workload and to bear with them in the meantime, help from Councillors would be appreciated.

The Chair then presented certificates to Councillors who had attended a recent finance training session.

School children from around the parish area will be attending the remembrance service at the memorial outside Christ the Vine Church on Coffee Hall, staff will be attending and helping at the event.

Councillors were requested to see the Committee & Member Services Officer at the end of the meeting to sign for their Members allowance cheque.

NOTED

FC 79/17 Questions from the public (Max. 10 minutes):

There were no questions from members of the public.

NOTED

FC 80/17 Minutes of the previous meeting:

FC 65a Welcome to Cllr Phil Hopcraft:

To delete "Beanhill" and replace with "Coffee Hall"

With that amendment, the minutes of the meeting held on Monday 4th September 2017 were **AGREED** as a true and correct record and signed by the Chair.

FC 81/17 To note the minutes from the following Committees:

- Operations Committee meeting held on Monday 11th September 2017.
- Services Committee meeting held on Monday 18th September 2017.
- Policy & Resources Committee meeting held on Monday 2nd October 2017.
- Services Committee meeting held on Monday 16th October 2017.

NOTED

FC 82/17 Ward Matters arising:

There were no ward matters arising.

NOTED

FC 83/17 Feedback from meetings with Outside Bodies:

Woughton Welfare Trust - **Cllr Pete Orme**

Cllr Orme explained to the meeting, the process for awarding grants.

Netherfield Enterprise Trust - **Cllr Pete Orme**

Cllr Orme said that the trust is interviewing potential new managing agents, the accounts show a profit, all units are running smoothly.

Hedgerows Family Centre - **Cllr Sue Luttmann**

Cllr Luttmann said that she has had no luck with progressing a meeting.

MK Parish Forum - **Cllrs Sue Smith, Alan Williamson**

Cllr Williamson informed the meeting that the Parish Forum discussed the MK50 celebrations, regeneration, the Forum are requesting agenda items for their next meeting.

MKALC, BALC, NALC - Cllr Kevin Wilson

Cllr Wilson had tabled a written report, the Committee & Member Services Officer was asked to contact the B&MKALC office to inform them that Cllrs Sue Smith and Thillai Visvendran will be attending the Annual General Meeting.

Cllr Wilson reported to the meeting that the Government has indicated that Parish and Town Councils will not be capped.

The NALC Larger Councils Conference will be held on Wednesday 13th December 2017, Officers can request to attend. Councillors can send an email to the Committee & Member Services Manager indicating if they wish to attend also.

RESOLVED

That the Committee & Member Services Officer to contact the B&MKALC office to inform them that Cllrs Sue Smith and Thillai Visvendran will be attending the Annual General Meeting.

FC 84/17 To report the outcome of the Referendum on the Neighbourhood Plan:

Cllr K Wilson informed the meeting there was an 87% Yes vote. Milton Keynes Council now have a statutory duty to 'Make the Plan' though this could take a month or two (2).

RESOLVED

To note the report.

FC 85/17 To approve the Lead Member roles:

Cllr K Wilson informed the meeting that the significant changes are:

- a) To move external communications, other than Press and Media from the Leader to the Chair of Operations.
- b) To change responsibility for Regeneration from a joint lead to a single lead of the Chair of the Council.
- c) That the Chair of the Council to line manage the Council Manager.

RESOLVED

- 1. That the Lead member roles as appended to this report are approved by the Council.**
- 2. That Lead Member roles be reviewed again at the 2018 Annual Meeting of the Council.**

FC 86/17 To approve the appointment of Council Manager/Proper Officer and Responsible Financial Officer/Operations Manager:

Cllr K Wilson reported on the present staff and line Management interim arrangements.

The Community & Services Manager will exercise the powers of the Council Manager up until January 2018, and will be recompensed accordingly.

RESOLVED

To agree the interview Panel recommendations to Council, for the appointment of the following:

1. Council Manager / Proper Officer Mr Steve McNay.
2. Responsible Financial Officer / Operations Manager Ms Samone Winsborough.

FC 87/17 To report on the draft Budget for 2018 / 2019:

Cllr K Wilson spoke to the revised spread sheet which had been circulated at the meeting.

The budget and precept will need to be agreed at the January Full Council meeting.

A budget consultation leaflet will be arranged to be delivered to each household, and budget consultation meetings will be held in January 2018.

The Responsible Financial Officer (RFO) spoke to his tabled report, and circulated a copy of the Survey Monkey results from the budget priority consultation.

RESOLVED

1. That the report and commentary be noted.
2. That the separate report of the RFO be noted.
3. That the results of the priorities consultation be noted.
4. That the proposals shown in the attached spreadsheet be approved for consultation including the proposed council tax precept increase of 6.4% subject to the splitting of the salary budget into departments.
5. That consultation meetings be held in January both during the day time and evening.
6. That a consultation leaflet be sent to every household.
7. That a further report be made to the Policy and Resources Committee meeting in December.
8. That a report outlining the results of the consultation, any comments of the Policy and Resources Committee, any further comments of the RFO, any further refinements to the estimates and recommendations from the Leader of the Council be made to the January Meeting of the Council for final Precept and budgets to be approved.

FC 88/17 To report on the outcome of the 2016/2017 External Audit:

A copy of the 2016 / 2017 External Auditors report was tabled by the interim Responsible Financial Officer (RFO) for Councillors information.

NOTED

Date of next meeting:

Monday 15th January 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:25PM

Chair _____ Date _____

Draft

Operations Committee

Minutes of the meeting held on Monday 13th November 2017, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall

PRESENT: Cllrs Jordan Coventry (Chair), Reg Elliot (From 6:06pm), Sue Luttmann, John Orr, Archibald Prempeh, Pauline Prop, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson

Also present: Julia Bandy (Community Services Manager / Interim Council Manager), Brian Barton (Committee & Member Services Officer / Responsible Financial Officer), Lorraine Essam (Environment Officer), Cllr Sue Smith, Cllr Kevin Wilson

OC 31/17 Apologies:

Received from Cllrs Tina El-Shabrawry (unwell), Peter Orme (unwell), Pam Wilson (meeting).

AGREED

OC 32/17 Declarations of Interest:

There were no declarations of interest

NOTED

OC 33/17 Chairs Announcements:

The Chair informed the meeting that a member of staff has recently resigned, a housing wellbeing event will be held in December.

Officers have outstanding hours that need to be claimed back, it was suggested that they can either retain them and roll over into the new financial year or are paid for them.

It was agreed to defer this matter to a meeting of the Policy and Resources Committee to consider a financial assessment.

RESOLVED

To defer the matter of outstanding hours owed to officers to a meeting of the Policy and Resources Committee and to consider a financial assessment.

OC 34/17 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 35/17 Minutes of the previous meeting:

The minutes of the meeting held on Monday 11th September 2017 were **AGREED** as a true and correct record and signed by the Chair.

OC 36/17 Update report on the leaving / retirement policy:

It was reported to the meeting that the Community Councils HR advisers, have indicated it is illegal to have a retirement policy, and that there needs to be put in place a leaving policy.

NOTED

OC 37/17 Update report on the Health & Safety Policy policies:

Cllr Visvendran suggested speaking to the Health & Safety Officer regarding his workload and to discuss an appropriate training course.

Cllr K Wilson suggested that the Council Manager is asked to review the Health & Safety Officer role and training.

Members expressed concern about the last sentence in the tabled report.

RESOLVED

1. To note the report.
2. That the Council Manager is asked to review the Health & Safety Officer role and training.

OC 38/17 To adopt the Mindful Employer policy:

The committee discussed the report and agreed the need to consider pastoral care for Officers and Councillors.

RESOLVED

1. That the Committee notes the report.
2. That Woughton Community Council to become a Mindful Employer.

OC 39/17 To approve the Bookings Clerk Job Description:

The Bookings Clerk job description was considered and approved.

RESOLVED

To approve the Bookings Clerk Job Description.

OC 40/17 To report on the caretaking arrangements and to agree the recommendations on the out of office procedures:

The committee was informed about the current arrangements for the Line Management and out of hours service for the Caretakers.

RESOLVED

1. That the Committee notes the report
2. That all Caretakers are given the contact number for their Line Manager and the Community Services Manager for out of hours contact, these are interim arrangements until the new Operations Manager is in post and can review the situation.

OC 41/17 To note the Staff Induction Procedures:

Members were shown the various staff induction procedure documents.

Members felt that the reference request form questions needed to be revised.

NOTED

OC 42/17 To review the 2017/2018 Operations Service Plan and to consider items for the 2018/2019 Service Plan:

Members reviewed the 2017 / 2018 Service Plan and agreed that the January meeting of the committee to consider items for the 2018 / 2019 Service Plan, ready for adoption at the March Full Council meeting.

RESOLVED

To defer considering items for the 2018 / 2019 Service Plan to the January meeting of the Operations Committee, ready for adoption at the March Full Council meeting.

OC 43/17 To agree the Staff Appraisal System:

The committee agreed that an appraisal system needs to be put in place, as appraisals had not been taken place recently.

RESOLVED

To note the report.

OC 44/17 To note the progress so far on the Woughton Community Council Roadshows:

Members felt it was a good way of engaging with residents.

Members suggested to look progressing the new year with the Council Manager linking officers with the various roadshows, it was further suggested that Councillors are responsible for organising a roadshow in their ward.

Cllr Williamson said he will be starting to hold surgeries soon in his ward. Other Councillors could consider holding surgeries and support each other in doing so.

NOTED

OC 45/17 To discuss advertising and sponsorship rates for future editions of the Woughton Gazette:

Members suggested that the circulation dates should be standardised, along with the format of the Woughton Gazette.

The Policy & Resources Committee will discuss and agree the advertising rates.

The Chair of the Operations Committee said that he will progress this matter with the newly appointed Council Manager and Operations Manager and will bring back to the January meeting for further consideration.

Any Councillor can email the Chair with any suggestions.

RESOLVED

That the Chair of the Operations Committee to progress the matter of the advertising and sponsorship rates for future editions of the Woughton Gazette, with the newly appointed Council Manager and Operations Manager and will bring back to the January meeting for further consideration.

OC 46/17 To note and to consider participating in the Bike to Work scheme:

The committee were supplied with information regarding the Bike to Work scheme.

RESOLVED

- 1. That the Committee notes the report.**

2. That the Committee agrees to proceed with the Bike to Work scheme.

The meeting agreed to exclude the press and members of the public under the admission to meetings act 1960 to consider the following agenda item.

OC 47/17 To agree the additional three (3) days annual leave for all members of staff during the Christmas holidays:

RESOLVED

1. To agree the additional three (3) days annual leave for all members of staff during the Christmas holidays.
2. That staff who have to work during the Christmas break to take the additional three (3) days annual leave in consultation with their Line Manager.

Date of next meeting:

Monday 22nd January 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

THE CHAIR CLOSED THE MEETING AT 7:45PM

Chair _____ Date _____

Policy & Resources Committee

Minutes of the meeting held on Monday 4th December 2017, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall

Present: Cllrs Thillai Visvendran (Chair), Yvonne Tomlinson (Vice Chair), Jordan Coventry, Donna Fuller, Peter Orme, Pauline Prop, Nick Scott, Sue Smith, Kevin Wilson, Pam Wilson.

Also present: Brian Barton (Committee & Member Services Officer / Interim Responsible Financial Officer)

PR 21/17 Apologies:

Received from Cllr Shammi Akter (unwell)

AGREED

PR 22/17 Declarations of Interest:

There were no declarations of interest.

NOTED

PR 23/17 Questions from the public (maximum 10 minutes):

There were no questions from the public.

NOTED

PR 24/17 Chairs announcements:

There were no Chairs announcements.

NOTED

PR 25/17 Minutes of previous meetings:

PR 17/17 To note the income regeneration panel report:

Delete recommendation item 8. To put in place a staff appraisal system.

With that amendment, the Chair signed the minutes of the Policy & Resources Committee held on Monday 2nd October 2017 as a true and correct record.

AGREED

PR 14/17 Tracking for Company Vehicles:

RESOLVED

That a full report on tracking for company vehicles with options and costs is brought to the next meeting of the Policy & Resources Committee meeting for consideration.

It is hoped that a Members Bulletin is produced on a regular basis in the new year.
NOTED

PR 26/17 To approve the structure of the 2018/2019 Service Plans:

Cllr K Wilson said that It is normal practice for the Council to publish a Service Plan for the year ahead in advance of the start of the Financial Year commencing on the 1st April. The intention is to bring the service plan to the Full Council Meeting in March 2018, this is after the budget has been set and allows the service plan to take account of the Councils policies, objectives and available resources.

The Policy & Resources Committee will consider their Service Plan at their February 2018 meeting, Services Committee at their December 2017 meeting and the Operations Committee at its January 2018 meeting.

Officers in consultation with the Chair of the Committee and Lead Member to draw up a draft service plan for consideration at the appropriate Committee meeting.

RESOLVED

That the council approve the structure of service plans for 2018/2019 and beyond using THE framework and structure outlined in the tabled report.

PR 27/17 To note the progress report on the budget and to approve the arrangements for the 2018/2019 Budget Consultations:

Cllr K Wilson said a draft budget was agreed in November suggesting a Precept increase of 6.4% and updated the committee on the progress of the budget generally.

Delivery has been arranged to every household of a consultation leaflet and survey during the period 7th to the 15th December 2017.

Consultation Meetings at the Woughton Community Council Offices will be held on Friday 5th January 2018 at 2:00pm and Monday 8th January 2018 at 7:00pm.

The consultation will be advertised on the notice boards and social media.

The Policy & Resources Committee will consider requests for projects.

RESOLVED

That the report be noted and consultation arrangements be approved.

PR 28/17 To report on possible property acquisitions through the Community Asset Transfer (CAT) scheme from Milton Keynes Council:

Cllr K Wilson reported on the possible property acquisitions through the Community Asset Transfer (CAT) scheme from Milton Keynes Council, for the Coffee Hall Centre, Eaglestone Activity Centre and the Barnfield Drive Depot.

After some discussion, it was agreed to add the Jonathans Youth Club and Coffee Tots building at 95-99, Jonathans, Coffee Hall to the list of possible property acquisitions through the Community Asset Transfer (CAT) scheme from Milton Keynes Council.

RESOLVED

- 1. That the Report be noted.**

2. That the sites and facilities at Barnfield Drive, Eaglestone Local Centre, Coffee Hall Local Centre and 95-99, Jonathans, Coffee Hall, be the subject of CAT enquiries/applications with a further report(s) being made when progress has been made and before any agreements are concluded.

PR 29/17 To report on current planning issues and future planning issues of significance in the Woughton Community Council area:

Cllr K Wilson said he is expecting imminently some detail of the planning application likely to be submitted shortly by Your MK for the Cripps Lodge site.

Following the successful referendum, Milton Keynes Council formally 'made the plan' on Wednesday 22nd November 2017.

Milton Keynes College is expected to close its Campus at Leadenhall (and the one in Bletchley) in favour of a location within or close to the City Centre on a single site.

RESOLVED

1. That the formal making of the Neighbourhood Plan be welcomed and noted.
2. That at both Cripps Lodge and Leadenhall the views of the Community Council be guided by the policies in the Neighbourhood Plan including the letter and spirit of the document especially on issues such as housing type, building heights and style of development.
3. That we press for an entrance to the Cripps Lodge site off Buckland Drive rather than off Broadlands.
4. That on both sites we press for substantial affordable housing within the financial reach of local people, including an element of social rental properties as well as shared ownership and other affordable models and that both schemes should cater for families, young people and older people.
5. That public transport access to Leadenhall and to the campus facilities (there will still be two large schools) and the Leisure Centre should be a beneficiary of any Development at Leadenhall.
6. Noting that Leadenhall has few public facilities the opportunity should be taken to secure the following a) A Community Centre b) A Play Area and c) a retail facility at this site.
7. That there should be an opportunity before any development takes place on the Leadenhall site to consider parking and traffic movement schemes.

PR 30/17 To review and agree any additions and or amendments to the Accounts Sub Committee Terms of Reference:

It was agreed that the Accounts Sub Committee to decide when to meet.

That all expenditure items over £500 should be listed on to the website.

To amend item 4 to delete "timely" and replace with "reasonable"

RESOLVED

1. To amend item 4 to delete "timely" and replace with "reasonable"
2. To adopt the Accounts Sub Committee Terms of Reference.

Date of next meeting:

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

THE CHAIR CLOSED THE MEETING AT 7:19PM

Chair _____ Date _____

DRAFT

Services Committee

Minutes of the meeting held on Monday 20th November 2017, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Donna Fuller, Nick Scott (Vice-Chair), Shammi Akter, Philip Hopcraft (from 6:15pm), John Orr, Archibald Prempeh, Sue Smith, Yvonne Tomlinson, Alan Williamson, Kevin Wilson

Also present: Julia Bandy (Community & Services Manager), Brian Barton (Committee & Member Services Officer).

SD 51/17 Apologies:

Received from Cllr Sue Luttmann who was unwell.

AGREED

SD 52/17 Declarations of Interest:

Cllr Reg Elliot declared a non pecuniary interest in agenda item SD 57/17 as he is a member of the Netherfield Residents Association.

Cllr Philip Hopcraft declared a non pecuniary interest in agenda items SD 58/17 and SD 59/17, as he is a member of the Coffee Hall Residents Association.

Cllr Nick Scott declared a non pecuniary interest in agenda items SD 58/17 and SD 59/17, as he is a member of the Coffee Hall Residents Association.

NOTED

SD 53/17 Questions from the public (maximum 10 minutes):

There were no questions from the members of the public.

NOTED

SD 54/17 Chairs announcements:

The Chair said that there will be a meeting on Monday 11th December at 6:30pm at the Woughton Community Council Hub, to discuss the arrangements for the Woughton Carnival and Summer Ball, representatives from Campbell Park Parish Council will also be in attendance.

The Zombie Walk, the Light up in Woughton event to celebrate Diwali and the Remembrance Service at the memorial on Coffee Hall were well attended.

The Chair thanked the staff for all their hard work in organising these events.

The meeting went into private session to discuss the objectives for the 2018/2019 Service Plan, it was agreed to agree the objectives for the 2018/2019 at the December Services Committee meeting.

RESOLVED

To agree the objectives for the 2018/2019 Service Plan at the December Services Committee meeting.

The meeting then went back into public session.

SD 55/17 Minutes of previous meetings:

To add "Cllr Yvonne Tomlinson" as in attendance.

With that amendment, the minutes of the Services Committee held on Monday 16th October 2017, were **AGREED** and signed by the Chair as a true and correct record.

SD 47/17 Presentation by Mr Darron Kendrick on the Lions International Message in a Bottle Project:

Cllr Nick Scott informed the meeting that he has chased Cllr David Priest at Campbell Park Parish Council who has confirmed to him that he will shortly supply 4,000 bottles.

NOTED

SD 57/17 Netherfield Residents Association grant aid application for £483 towards a trip to the Science Museum:

Cllrs Reg Elliot had declared and a non pecuniary interest in this agenda item and took no part in the voting thereof.

RESOLVED

To approve the Netherfield Residents Association grant aid application for £483 towards a trip to the Science Museum.

SD 58/17 Coffee Hall Residents Association grant aid application for £418.99p towards their Christmas Fayre:

Cllrs Philip Hopcraft and Nick Scott had declared and a non pecuniary interest in this agenda item and took no part in the voting thereof.

RESOLVED

To approve the Coffee Hall Residents Association grant aid application for £418.99p towards their Christmas Fayre.

SD 59/17 Coffee Hall Residents Association grant aid application for £651 towards a coach trip to the Space Centre in Leicester:

Cllrs Philip Hopcraft and Nick Scott had declared and a non pecuniary interest in this agenda item and took no part in the voting thereof.

RESOLVED

To approve the Coffee Hall Residents Association grant aid application for £651 towards a coach trip to the Space Centre in Leicester.

SD 60/17 Langland Community School Choir, Netherfield grant aid application for £175 towards coach hire and parking fees for the Choir to attend an event at the O2 Arena in London:

RESOLVED

1. To approve the Langland Community School Choir, Netherfield grant aid application for £175 towards coach hire and parking fees for the Choir to attend an event at the O2 Arena in London.
2. That the grant aid monies to be allocated from the general budget as pupils who be attending will reside throughout the Woughton Community Council area.
3. To enquire with Langland School as to whether the pupils that will be attending could wear Woughton Cares Lanyards.

Cllr John Orr requested that any budget underspends should be rolled over into the next financial year.

RESOLVED

That the Services Committee requests that any budget underspends should be rolled over into the next financial year.

Date of next meeting:

Monday 29th January 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:33PM

Chair _____ Date _____

Services Committee

Minutes of the meeting held on Monday 18th December 2017, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall

Present: Cllrs Donna Fuller (Chair), Nick Scott (Vice Chair), Shammi Akter, Reg Elliott (from 6:08pm), Phillip Hopcraft, John Orr, Archibald Prempeh, Sue Smith, Yvonne Tomlinson, Alan Williamson, Kevin Wilson.

Also present: Julia Bandy (Community Services Manager), Brian Barton (Committee & Member Services Officer).

SD 61/17 Apologies:

Received from Cllr Sue Luttmann

AGREED

SD 62/17 Declarations of Interest:

There were declarations of interest.

NOTED

SD 63/17 Questions from the public (maximum 10 minutes):

There were no questions from the public.

NOTED

SD 64/17 Chairs announcements:

The Chair informed the meeting that she had received a letter from the Mayor saying that he had enjoyed attending the recent Chatter and Natter session. The Mayor had indicated that he will be attending again.

The Chair said that sadly Cllr Sue Smith's husband Paul had recently passed away, the funeral will be held on Thursday 18th January 2018, and it was agreed to host the wake in the meeting room, and the office can be closed for members of staff to be able to attend the funeral.

The Community Services Manager will ask if Chatter and Natter would cancel their session for that morning.

NOTED

SD 65/17 Minutes of previous meetings:

The minutes of the Services Committee held on Monday 20th November 2017, were **AGREED** and signed by the Chair as a true and correct record.

SD 66/17 To discuss and agree the objectives of the 2018/2019 Service Plan:

The Chair highlighted areas from the present Service Plan that had worked well and areas that had not worked so well.

The most important projects that have not been achieved in the present Service Plan are to be costed, and a request will be sent to the Policy & Resources Committee for the costs to be allocated in the new financial year.

The Chair thanked staff for all their hard work, as this year had been very challenging.

A draft of the 2018/2019 Service Plan will be considered at the January meeting of the Services Committee.

RESOLVED

To note the report.

SD 67/17 To note the update report on the Woughton Cares initiative:

The Chair informed the meeting that the Woughton Cares initiative is planned to be launched on the 23rd March 2018, items are in the Service Plan.

Next Year's Chairs Reception will not be held at the Woughton Community Council Offices due to the amount of invitations sent out, so another location is being sought.

RESOLVED

To note the report.

SD 68/17 To consider the introduction of small charges for youngsters using the Woughton Community Council Youth Clubs and possible sponsorship to cover costs of the youth service:

Concern was expressed about the affect to vulnerable children and families if charges for the use of the youth service were levied.

The Chair thanked the Youth Team for all their hard work in providing the service.

Cllr K Wilson moved "That this Committee congratulates the Youth Team for all their hard work in running the youth service"

RESOLVED

1. That the Committee notes the Youth Manager's responses/ recommendations as set out in the report.
2. That the Committee is presented with the current youth service's income overview.
3. That the committee is presented with the Youth Managers alternative ideas for income generation.
4. That the committee will reconsider the notion of charging our residents any direct costs for access to services.
5. That this Committee congratulates the Youth Team for all their hard work in running the youth service.

Date of next meeting:

Monday 29th January 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:05PM

Chair _____ Date _____

DRAFT

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

Budget and Precept 2018 to 2019

This report proposes the formal budget and precept for the year commencing on 1st April 2018. The formal precept must either be determined on the 15th January or at a special meeting convened in the following few weeks. There will be a separate report tabled at the meeting on consultation and the comments of the Responsible Financial Officer are appended.

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

MAIN ISSUES AND CONSIDERATIONS:

Scope of information

It is always the case that the budget has to be agreed based on the best available estimates at the time. We now have accurate estimates for some matters that were uncertain in November. These include the Council Tax base for 2018/19 and the level of the Local Council Tax Support Grant (LCTS). These figures show an improvement on previous estimates.

However, there are other estimates which remain uncertain. These include

- 1) The General level of inflation which will affect our supplies and costs (everything from utility charges to paper supplies).
- 2) The level of the Pay Award for 2018/19. In November, a 2% pay award was assumed. This has now been increased to 2.5% based on the best available latest estimates. The Local Government Employers have now tabled their 'final offer' of 2% for all staff with additional sums for those earning below about £20,000. It remains to be seen whether this will be the agreed final agreement and exactly how that will affect our payroll bill.
- 3) Business Rates payable on the Hub premises. We have still not had a rates evaluation which when received has to be backdated to January 2017. Thus, we are relying very much on a finger in the air estimate. It may be necessary to roll over a provision for 2017/18 into 2018/19 if the rates assessment is still awaited

Future Years

Whilst an attempt has been made to consider a 3-year Medium Term Financial Strategy the figures are even more uncertain for the last two years the most critical issue in future years is the level of the Council Tax Support Grant (LCTS). Whilst a reduction has been shown in future years even this could prove to be wildly optimistic. This remains a very big risk going forward.

Reserves

It is assumed that the reserves at the end of March 2018 will be £215,000. There remains some uncertainty about this figure, but it is felt it represents a low risk. It is possible that reserves will be higher due to some budgets not being fully spent this year. If they end up being higher than some roll overs may be considered. The most likely considerations will be for the Business Rates on the Hub (mentioned above) and community projects and service initiatives under the services committee remit. It is recommended that the Policy and Resources Committee in February consider these and make appropriate decisions. By then the end year position will be clearer and the new RFO will have had some chance to assess the financial position.

The General level of reserves is maintained at £200,000 throughout the 3 year strategy and this is considered expedient given our level of turnover. It represents almost 25% of our turnover.

Budget Headings

The Budget headings used in this paper and the attached spreadsheet ideally need revising along with the associated budget codes on the financial system. It is recommended that the Accounts Sub Committee consider these issues and make appropriate recommendations to the Policy and Resources Committee for the start of the next Financial Year. In particular the staffing budget should be broken down into departments (services, administration, landscaping, meeting places) as shown in the detailed recommendations at the end of this report Capping.

The Secretary of State in his provisional Local Government Finance Settlement made to Parliament in December has confirmed that Parish and Town Councils will not be capped next year and indeed he indicated that the sector will not be capped (technically called requirement to hold referenda) for the next 3 years. Although this is a provisional statement only there is next to no chance that this will be reversed when the final settlement is announced in February. His actual statement on this issue was as follows:

3.4.1 Since the introduction of council tax referendums in 2012-13, no referendum principles have been set for local precepting authorities such as town and parish councils ("parishes"), although the Government has made it clear that it would keep this under review and take action if necessary.

3.4.2 Ahead of the 2017-18 round of council tax setting, the Government issued a challenge to parishes to demonstrate restraint when setting precept increases that were not a direct result of taking on additional responsibilities, and to make precept decisions more transparent to local tax-payers. The average increase set by the sector in 2017-18 was 6.3% and the Government indicated that continued deferral of referendum principles would be dependent upon it receiving clear evidence of how the sector is responding to the challenge.

3.4.3 In response, the sector provided details of a range of activities around fiscal responsibility, transparency and engagement, the promotion of good practice and use of other sources of income, county-level engagement regarding significant precept increases' and publishing the Good Councillors' Guide to Finance and Transparency.

3.4.4 Having noted this work and the sector's request for longer-term certainty to aid financial planning, the Government intends to defer the setting of referendum principles for town and parish councils for three years. However, this is conditional upon:

- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs, and;
- the Government seeing clear evidence of restraint in the increases set by the sector as a whole.

Principal Councils (i.e. MK Council) will have their capping level increased from 2% to 3% next year and will also be able to levy a 3% increase for Social Care in 2018/19 (6% in total).

Income Generation

The budget contains proposals for additional income generation of £20,000 in the next financial year and indicative sum of £30,000 and £40,000 in the following two years. On past performance, this may seem ambitious but the income generation working group have already made a number of recommendations, which whilst accepted by the Council stand deferred pending further work and more detailed proposals. Finding new sources of income is vital to the long-term sustainability of this budget and indeed the council as a whole.

Council Tax

The increase in the Council Tax recommended in this report is 6.4% for 2018/19 with indicative increases of 6% in each of the following two years. This is unchanged from the draft budget agreed in November. The 6.4% proposal would raise the £1 Band D Tax level to £202.47. However, as members will know very few Woughton Residents pay this much. A much more typical level would be two or more adults in a Band A property. They would pay 2/3rd of this amount ie

£134.98. Those in single adult households pay 25% less and approximately 50% of our households are in receipt of Council Tax benefits.

STAFFING IMPLICATIONS:

None perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

Draft 2018 / 2019 Budget.

RECOMMENDATION(S):

1. That WCC agree to a precept of £474,079 for 2018/19. This is equivalent to a Band D Tax of £202.47 per annum though members will be aware that few of our residents pay anything like this level. It represents an increase of 6.4% from 2017/18.
2. That the budgets on the attached 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 managers costs being attributed to administration (to recognise his health and safety responsibilities across the Council, with 50% of the Booking Clerk/Receptionists costs being attributed to Meeting Places and 33.3% of the Council Managers 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 Policy and Resources Committee.
5. That Policy and Resources Committee consider applications for Roll Overs from 2017/18 to 2018/19 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.
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.

AUTHOR

Cllr Kevin Wilson
Leader of the Council

Agenda Item: FC 97/18 (b)

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

To report on the comments by the Interim Responsible Financial Officer (RFO) on the draft 2018/2019 Budget.

MAIN ISSUES AND CONSIDERATIONS:

The interim Responsible Financial Officer (RFO) has been acting in post since September 2017, and has been working closely with the Leader of the Council, to produce a draft 2018 / 2019 budget.

The challenge has been in obtaining the correct financial information to be able to give a qualified assessment on the robustness of the proposed draft budget, the level of reserves, and to highlight any uncertainties around some of the budget headings.

STAFFING IMPLICATIONS:

Consideration needs to be given to future pay awards and employer pension contributions for the staffing budgets.

OTHER IMPLICATIONS:

The business rates are being assessed and will not be known until March 2018, although there is some provision in the draft budget for this.

The level of Council Tax Support Grant (LCTS) grant is a concern for future years.

The assumed level of reserves seems to be of a low risk.

The budget headings need to be revisited to ensure they are meaningful and fit for purpose.

The interim Responsible Financial Officer / RFO gives a cautious welcome to the proposed 2018 / 2019 draft budget, on the amount of information that is to hand, and level of knowledge of the accounts in the short time in post.

BACKGROUND PAPERS:

The draft Budget for 2018/2019 and covering report from the Leader of Woughton Community Council.

RECOMMENDATION(S):

To note the report.

AUTHOR

Brian Barton
Interim Responsible Financial Officer

Agenda Item: FC 97/18 c) Revised Draft Budget

	2018/19 Tax Increase 6.4%	2019/20 Tax Increase 6%	2020/21 Tax Increase 6%
Expenditure			
Affiliations	£2,800	£2,900	£3,000
Audit Fees	£4,000	£4,000	£4,000
Capital Loan Repayment	£24,078	£24,078	£24,078
Carnival	£6,000	£6,500	£6,500
Clif Ward Initiatives Fund	£3,800	£3,800	£3,800
Dog & Litter Bin Costs	£8,000	£6,250	£6,500
Environment grant programme	£2,500	£2,500	£2,500
Events & Hospitality	£2,000	£2,000	£2,000
Grant Aid	£15,000	£15,000	£15,000
Insurance inc vans	£8,500	£7,000	£7,000
Landscaping Costs	£45,000	£46,000	£47,000
Meeting Places (Revenue)	£35,000	£36,000	£37,000
Member Allowances & Expenses	£15,500	£16,000	£16,500
Members IT	£2,000	£2,000	£2,000
Newsletter, Web site & External Communications	£9,000	£9,000	£9,000
Office Accommodation	£33,000	£34,000	£35,000
Administration	£12,000	£12,000	£12,000
Replacement programme	£2,000	£2,000	£2,500
Community Projects and Service Initiatives	£35,000	£42,000	£42,000
Training & Development and Conferences	£10,000	£12,000	£15,000
Staffing Costs	£550,000	£570,000	£590,000
Expenditure Total	£821,178	£855,028	£882,378
Income			
Bank and Investment Interest	£1,500	£1,500	£1,500
MKC LCTRS Grant	£151,960	£130,000	£120,000
Hire of Meeting Places	£25,000	£26,000	£26,000
Landscape Grant	£151,900	£146,900	£146,900
Precept	£474,049	£506,718	£541,678
Additional Income Generation	£20,000	£30,000	£40,000
Income total	£824,409	£841,118	£878,078
Profit/Loss during Year	£3,231	-£13,910	-£4,301
Balance Brought Forward	£215,000	£218,231	£204,321
Balance Carried Forward	£218,231	£204,321	£200,020
Precept	£202,47	£214,62	£227,50
Council Tax Base	£2,341,33	£2,361,00	£2,381,00

Agenda Item: FC 97/18 d)

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

To update Members on the budget consultation responses.

MAIN ISSUES AND CONSIDERATIONS:

Budget consultation meetings were held on Friday 5th January at 2:00pm, and Monday 8th January at 7:00pm at the Woughton Community Council Offices Hub, these meetings will be verbally reported back on at the Full Council meeting.

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

So far there has been twenty - five **(25)** responses.

Responses broken down for each estate in the Woughton Parish area:

Beanhill **(9)**, Coffee Hall **(4)**, Eaglestone **(5)**, Leadenhall **(3)**, Peartree Bridge **(1)**, Tinkers Bridge **(3)**

Responses broken down for each age group are as follows:

Under 20 **(0)**, 20-40 **(1)**, 40-60 **(8)**, 60-80 **(12)**, Over 80 **(4)**

Responses broken down for the proposal to increase Council Tax by about 16p average per week per household to provide more and better services for local people:

About right **(11)**, Too low **(5)**, Too high **(9)**

Responses to the question what services (if any) would you like to see Woughton Community Council providing more of:

- The elderly and working families.
- Youth services.
- Repairs to street lighting on Beanhill.
- Access through to Medale Road, Beanhill.
- Allocated car parking bays.
- Maintenance of guttering to bungalows on Beanhill.
- Keeping Beanhill in a tidy condition.

- Need more landscaping staff.
- Lighting on bus stops on Beanhill.
- More litter picks.
- Help for elderly and disabled people to have their gardens cut in the summer.
- More active Warden and Councillor presence to combat issues such as litter in the streets.
- To offer social events and offer support to those living alone.
- More salt and gritting of the bridges and pavements.
- More wardens to prevent dog fouling.
- More Warden patrols.
- Provision of vermin control on Eaglestone.
- More litter picking.
- More cutting back trees on Leadenhall.
- A waste bin on the redway to Fulwoods Drive, Leadenhall.
- More police patrols to prevent bad driving, speeding and parking on pavements and anti-social behaviour.
- Community building on Peartree Bridge.
- Childrens Play Parks
- Weed control on footpaths.
- Maintenance of footpaths and roads and lighting.

Responses to the question what services (if any) do you think Woughton Community Council should provide less of:

- Staffing costs.
- Landscaping.
- Less staffing.
- Events & Carnival.
- Member expenses.
- Office costs and admin.
- Affiliations.
- Pay less on Meeting Places as they are costly to run and are not utilised enough to recoup costs.
- Dog and litter bins not used or emptied enough.
- Twice weekly refuse collection to save money.
- Community Projects.

STAFFING IMPLICATIONS:

Non-applicable.

OTHER IMPLICATIONS:

Non-applicable.

BACKGROUND PAPERS:

Responses to the 2018 / 2019 budget consultation leaflet.

RECOMMENDATION(S):

To note the report.

AUTHOR

Brian Barton

Committee & Member Services Officer

Agenda Item: FC 101/18

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

To agree to confer the title of Honorary Citizen to Mr Peter Orme, who has recently resigned from the Parish Council.

MAIN ISSUES AND CONSIDERATIONS:

The Policy and Resources Committee at its meeting held on Thursday 28th January 2010 agreed the following criteria:

- That the Council agrees to recognise the role of former members by awarding the title of 'Honorary Citizen of the Parish of Woughton' (known commonly as Honorary Citizen of Woughton) to all former members of the Council who have served as members of the Council for ten (10) years or more.
- That each award be formally agreed at a full meeting of the Council.
- That Honorary Citizens be invited to the Annual Meeting of the Council, the Annual Reception and other appropriate events.
- That a list of all Honorary Citizens be recorded in the Annual Report of the Council, and be displayed in the Offices of the Council.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

None.

RECOMMENDATION(S):

1. To note the report.
2. To agree to confer the title of Honorary Citizen to Mr Peter Orme.

AUTHOR

Brian Barton

Committee & Member Services Officer

WOUGHTON COMMUNITY COUNCIL

Full Council Committee

PURPOSE OF REPORT:

To provide Council with quotes and information on the cost of dog waste bags.

RECOMMENDATION:

1. That the Committee notes the report.
2. That the Committee agree format and costs.

MAIN ISSUES AND CONSIDERATIONS:

Dog waste bags supplied by Woughton Community Council are at present bio-degradable and printed with our logo, and would make sense to continue with this style as the residents appear happy with this.

Stirling Enterprises, our suppliers for the past three years, are not replying to calls or emails, so can only assume they are no longer trading.

Quotes from three companies who will customise (for 100,000 bags) were requested and are as follows – they were asked to quote for up to 150,000 bags, so presume there is no further discount over 100,000. Polybags Ltd are still awaiting figures – it appears all three companies outsource these bags to the Far East, as UK manufacturers are not competitive. If Council choose the present format, and agree expenditure, then the most competitive price will be chosen when all are presented.

Complete Merchandise

Custom Printed Degradable Dog Poop Bags:

Type: Vest (tie handle) HD

Size: 180mm x 280mm x 380mm (7x11x15")

Colour: White

Gauge: 18 micron

Print: Custom print 1 colour, 2 sides.

£17.66+ VAT per 1000

£45 setup

12-14 week lead in

Delivery FOC.

Total =£1766.00 + £45.00 = £1811 + VAT

Harrisons Packaging

Option 1

Qty: 100,000

Size: 175x275x375mm

Spec: 20Mu White Opaque HDPE vest type carrier + 2% EPI additive

Print: 1 side 1 colour – 25% ink coverage

Packed: 2,000 per case

Price: £14.26 per 1,000 + initial print cost £80

Total = £1426 + £80 = £1506 +VAT

Option 2

Qty: 100,000

Size: 175x275x375mm

Spec: 20Mu White Opaque HDPE vest type carrier + 2% EPI additive

Print: 1 side 2 colours OR 2 sides 1 colour – 25% ink coverage

Packed: 2,000 per case

Price: £14.90 per 1,000 + initial print cost £160

Total = £1490 + £160 = £1650 +VAT

Option 3

Qty: 100,000

Size: 175x275x375mm

Spec: 20Mu White Opaque HDPE vest type carrier + 2% EPI additive

Print: 2 sides 2 colours – 25% ink coverage

Packed: 2,000 per case

Price: £15.53 per 1,000 + initial print cost £320

Total = £1553 + £320 = £1873 +VAT

- Lead time 14-16 weeks approx. from confirmation of order and/or approved artwork
- Prices valid 14 days
- Prices based on delivery in whole to one UK mainland destination.

Polybags Ltd

TBC

FINANCIAL IMPLICATIONS:

The cost of putting the full WCC logo and contact details on both sides will add another 25 -100% on the price. To obtain the present two side, two colour logo at the best price would mean option 3 with Harrison Packaging is the best value at present – Polybags yet to submit.

The last order (150,000 bags) was made two years ago, and prior to that the order interval was approximately 16-18 months. Dog bag donations made by the public amount to approximately £25 per month.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

The thickness (mu) of the bags need to be taken into consideration. Many residents use our bags in preference to shop bought as they are thicker and less likely to tear, so quotes reflect this.

BACKGROUND PAPERS:

None

AUTHOR

Lorraine Essam
Environment Officer

Lorraine Essam (WOUGH1)
Woughton Community Council (WOUGH1)
T: 01908 395 681

Complete Merchandise Ltd
29 Woolmer Way
Bordon
Hampshire
GU35 9QE
T: 01420 478866
E: info@completemerchandise.co.uk

Project #11734
Presentation P11741 Valid for 30 Days
Custom Printed Degradable Dog Poop Bags

Presentation

07/12/2017



Product Name: Custom Printed Degradable Dog Poop Bags (Vest)

Product Code: 213800

Description: Vest (tie handle) HD poop bags. Size: 180mm x 280mm x 380mm (7x11x15). Gauge: 18 micron. Bundled in 50's and folded in half then boxed. 1000 per box. MOQ 10,000 bags. Normal manufacturing tolerances +/-5%. Lead Time: 12-16 Weeks

Colour(s): Blue, Green, White, Yellow

Imprint Details: ***

Custom Printed Degradable Dog Poop Bags:

Type: Vest (tie handle) HD

Size: 180mm x 280mm x 380mm (7x11x15")

Colour: White

Gauge: 15 micron

Print: Custom print 1 colour, 2 sides

Packing: Bulk

Delivery to one UK mainland address: FOC

Imprint Colours: ***

Price per 1000

Price Includes:

Quantity	150
Unit Sell price	£15.17
Origination Charge	£45.00
Total	£2,320.50

Terms & Conditions

BEST PRICE GUARANTEE -
We believe our prices are the lowest you'll find! However if you've found it cheaper, come back and let us know.
REQUEST A FREE VISUAL -
This will give you a good idea of what your finished branded product will look like!

IMPORTANT NOTES

- All prices shown exclude VAT. VAT will be charged at the standard rate.
- Quotes valid for 30 Days unless otherwise stated (exceptions below)
- Far East products are only valid for 7 days due to currency fluctuations.
- USB quotes are only valid until Friday 5pm of the week it has been quoted.
- 100% Proforma payment on order
- Delivery charges are quoted based on 1 UK mainland address.
- Courier Deliveries - to your front door.
- Pallet Delivery - kerbside only.
- Lead times shown are based from approval of final artwork proof and not from receipt of order.
- Supply of goods is subject to a tolerance of up to +/- 10% in quantity and will be Invoiced Pro Rata.

FREE VISUALS

Send us your logo/artwork, we'll give you an idea of what your finished branded product will look like!

HOW TO ORDER?

<http://www.completemerchandise.co.uk/how-to-order>

ARTWORK REQUIREMENTS

<http://www.completemerchandise.co.uk/index.php/artwork-requirements/>

TERMS AND CONDITIONS

Please read our Terms & Conditions as shown on the website before placing an order.
www.completemerchandise.co.uk/terms-and-conditions

Lorraine Essam

From: Philip Anderson <philip@harrisonspackaging.co.uk>
Sent: 19 December 2017 09:55
To: Lorraine Essam
Subject: Poop Scoop Quote

Hi Lorraine,

Please find below the various options for printed Poop Scoop bags as requested –

Option 1

Qty: 100,000
Size: 175x275x375mm
Spec: 20Mu White Opaque HDPE vest type carrier + 2% EPI additive
Print: 1 side 1 colour – 25% ink coverage
Packed: 2,000 per case
Price: £14.26 per 1,000 + initial print cost £80

Option 2

Qty: 100,000
Size: 175x275x375mm
Spec: 20Mu White Opaque HDPE vest type carrier + 2% EPI additive
Print: 1 side 2 colours QR 2 sides 1 colour – 25% ink coverage
Packed: 2,000 per case
Price: £14.90 per 1,000 + initial print cost £160

Option 3

Qty: 100,000
Size: 175x275x375mm
Spec: 20Mu White Opaque HDPE vest type carrier + 2% EPI additive
Print: 2 sides 2 colours – 25% ink coverage
Packed: 2,000 per case
Price: £15.53 per 1,000 + initial print cost £320

- Lead time 14-16 weeks approx. from confirmation of order and/or approved artwork
- Prices valid 14 days
- Prices based on delivery in whole to one UK mainland destination.

We sincerely hope that our quote meets with your approval and look forward to hearing further from you in due course.

Regards,

Philip Anderson

Sales Manager

Tel: 01772 331 780

Harrisons Packaging Ltd

Website: www.Harrisonspackaging.co.uk

Follow us on Twitter: @Harrisonspackag

Envirobag Ltd

Website: www.envirobag.co.uk

Follow us on Twitter: @EEEnvirobag