

Monday 26th June 2017

To: All members of Woughton Community Council

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

NOTICE OF MEETING

You are hereby summoned to attend a meeting of Full Council to be held on **Monday 3rd July 2017** commencing at **6:00pm** at the Woughton Community Council Hub, Coffee Hall, when the business set out in the following agenda will be transacted.



Kat Mottram
Council Manager

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

AGENDA

FC 49/17 Apologies

To record apologies from members unable to attend the meeting

FC 50/17 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 51/17 Chairs Announcements

To receive announcements from the Chair and award Councillor certificates.

FC 52/17 Questions from the public (Max. 10 minutes)

To receive questions/statements from members of the public

FC 53/17 Minutes of the previous meeting

To receive and approve as a true and correct record the minutes of the Council meeting, held on Monday 19th June 2017.

(Attached)

FC 54/17

To receive Committee minutes from:

Services-22/5/17 and 19/6/17

Operations-15/5/17

P&R-5/6/17

(Attached)

FC 55/17 Nalc Conference

To nominate members to attend the NALC conference in October in Milton Keynes.

(Report Attached)

FC 56/17 Chair's allowance

To clarify Council's intention regarding the level of Chair's allowance if a co-opted Councillor.

(Report Attached)

FC 57/17 Ward Matters arising

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

FC 58/17 Feedback from meetings with Outside Bodies

Verbal reports for:

Woughton Welfare Trust-Cllr **Pete Orme**

Netherfield Enterprise Trust-Cllr **Pete Orme**

Hedgerows Family Centre-Cllr **Sue Luttmann**

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

(Report Attached)

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

FC 59/17 Budget Preview

(Report Attached)

FC 60/17 Neighbourhood Plan referendum

To consider the timing for holding the referendum for the neighbourhood plan.

(Report Attached)

FC 61/17 Cllr training, support and development.

(Report Attached)

FC 62/17 Wcc and CPPC partnership

(Report Attached)

Date of next meeting:

Monday 4th September at 6pm.

Minutes Full Council Committee meeting held 19th June 2017

Present: Sue Smith (Chair), Nick Scott (Vice Chair), Shammi Akter, Pauline prop, Pam Wilson, Kevin Wilson, Donna Fuller, John Orr, Archibald Prempeh (arrived 18:14), Tina El-Shabrawy, Alan Williamson, Reg Elliott.

Attending: Abi Bassett (RFO), Julia Bandy (Community Services Manager), Louise Randall (Administrative Assistant)

FC 40/17 Apologies:

Sue Luttmann – Unwell

Yvonne Tomlinson – Holiday

Absent:

Thillai Visvendran

Peter Orme

Jordan Coventry

Yahya Wiseman

FC 41/17 Declarations of Interest

None declared

FC 42/17 Chairs Announcements

Carnival on the 15th July, procession cancelled due to lack of interest. Birthday Bash to take place at Woughton Leisure Centre on the green area behind the centre. Councillor Brian Walker has now resigned with immediate effect

FC 43/17 Questions from the public (Max. 10 minutes)

None

FC 44/17 Minutes of the previous meeting

To receive and approve as a true and correct record of the following minutes:

- Minutes of the annual general meeting held on Monday 8th May 2017

AGREED and **APPROVED** as a true and correct record

- Minutes of the meeting of full council held on Monday 8th May 2017

AGREED and **APPROVED** as a true and correct record

FC 45/17 Internal Auditors Final Report 2016/17

The committee received the final report.

The following recommendations have been put forward to council

- That the council fully accept and take steps to mitigate the risks as presented to them within the report
- That council guard against spending that is outside of the statutory duties

- That the RFO in conjunction with the council manager and heads of services meet to discuss the current level of provisions and how best to balance the budget taking statutory services into account

**RESOLVED
UNANIMOUS**

Additional recommendations also put forward by Councillor Kevin Wilson are as follows.

- That the council notes the only service we have a statutory duty to provide are allotments (if there is unmet demand) which we currently do not provide
- That the RFO and Leader of the Council make a further assessment to the Full Council in September of the budget for 2017/18 and some preliminary thoughts about 2018/19
- That the Member/Officer working group on income generation commence work as soon as possible

**RESOLVED
UNANIMOUS**

FC 46/17 Annual Return 2016/17

Committee received the report

To receive and approve the annual return data for the financial year ending 31st March 2017

RESOLVED

FC 47/17 Annual Governance Statement

Committee received the report

To approve the annual governance statement for the financial year ending 31st March 2017

RESOLVED

FC 48/17 Statement of Accounts

Committee received the report

To approve the statement of accounts for the financial year ending 31st March 2017

RESOLVED

The committee would like to express their thanks to Abi Bassett (RFO) for her hard work in completing the end of year accounts.

Minutes Operations Committee meeting held 15th May 2017

Present: Cllrs Jordan Coventry (Chair) Pete Orme; Tina El-Shabrawy; Sue Luttman; Alan Williamson; Pauline Prop; Pam Wilson; Thillai Visvendran; John Orr; Archibald Prempeh-18:25

Attending: Kat Mottram-Council Manager (Minutes) Cllrs Sue Smith; Donna Fuller

OC 01/17 Apologies

None

Absent: Yayha Wiseman; Reg Elliot;

OC 02/17 Declarations of Interest

None declared

OC 03/17 Chairs Announcements

Race night-fundraising for the carnival is on 26/5/17

Health awareness event is on the 23/5/17

Could Cllrs not receiving emails from WCC please contact the office so situation can be resolved.

OC 04/17 Questions from the public (Max. 10 minutes)

None

OC 05/17 Minutes of the previous meeting

The minutes of the previous meeting held on 13th March 2017 were **AGREED** and **APPROVED** as a true and correct record

OC 06/17 HR policy review

Lone working policy

Following a lengthy discussion on who lone workers should contact at the end of a shift eg caretakers

One Cllr offered to be the contact,

Suggestion that caretakers could be on call for each other

Costs to be sourced for a professional company to provide a call contact for lone workers.

Retirement policy

To be referred to peninsula for updating.

It was agreed both policies will be submitted to Operations meeting in July

OC 07/17 Current vacancies

Job descriptions were discussed.

Noted.

OC 08/17 Staff and Councillor Training

Following a lengthy discussion suggested training for Cllrs is:

Food Hygiene

Case Worker training

Basic computer training

Cllr fire warden training for those who use the kitchen

Ilca for some Cllrs

PW suggested new Cllrs could on the services Committee

TV offered to source training provider

A Cllr skills audit was suggested, this is happening through the Cllr 1-2-1's with the Chair and the Leader. Anyone who has not had theirs should contact to arrange one.

Training for the community could be funded through Woughton Cares budget.

Staff Training

Management training

Financial management training

OC 09/17 Cllr reports

Community engagement was discussed at length, one Councillor suggested a world food event to try and engage with the community.

It was suggested that Cllrs produce a report twice a year recording how they have supported and engaged with the local community with a recommendation submitted to full council that this suggestion is upheld.

Resolved

Unanimous

Date of next meeting:

Monday 24th July 7pm.

Please note the change of start time for this meeting.

Minutes Operations Committee meeting held 5th June 2017

Present: Thillai Visvendran (Chair), Yvonne Tomlinson (Vice Chair), Shammi Akter, Pauline Prop, Peter Orme, Sue Smith, Pam Wilson (18:06), Kevin Wilson, Jordan Coventry, Brian Walker, Donna Fuller

Attending: Kat Mottram (Council Manager), Louise Randall (Administrative Assistant).

PR 01/17 Apologies

Nick Scott

PR 02/17 Declarations of Interest

None declared

PR 03/17 Chairs Announcements

Concerns have been raised regarding the large number of vehicle's parking at the Islamic centre. The cars are also parked on grass verges and all over on Coffee Hall, during Friday afternoon prayers. Also during the month of Ramadan over the evening hours. The noise levels are high in the night and residents are unduly disturbed till early morning.

It was **PROPOSED** and **RESOVLED** to elect the Chair from each committee to come together with organisations to discuss the ongoing concerns regarding the parking. The following Cllr's have been elected – Cllr Sue Smith, Cllr Donna Fuller, Cllr Jordan Coventry, and Cllr Thillai Visvendran. These members are to meet with members from the Islamic centre, Milton Keynes Council, taxi companies and any other organisations that are identified. It was **PROSPOSED** and **RESOVLED** to under a leaflet drop on Friday's to attendees of the Islamic centre.

PR 04/17 Questions from the public (Max. 10 minutes)

None

PR 05/17 Minutes of the previous meeting

The minutes of the previous meeting held on 3rd April 2017 were **AGREED** and **APPROVED** as a true and correct record

PR 06/17 Additional signs for WCC Hub

It was **RESOLVED** to have agree to have both sets of additional signage for the Woughton Community Council Hub.

PR 06/17 Banking Arrangements

It was **RESOLVED** to agree a direct card for the RFO in addition to the debit card held by the council manager

Meeting closed at 18:49
Next meeting: Monday 2nd October 2017

Minutes Services Committee meeting held 19th June 2017

Present: Donna Fuller (Chair), Nick Scott (Vice Chair), Reg Elliott, Shammi Akter, Alan Williamson, Sue Smith, John Orr, Kevin Wilson, Archibald Premeh.

Attending: Julia Bandy (Community Services Manager), Louise Randall (Administrative Assistant), Tash Darling (Youth Manager & Safeguarding Lead Officer)

SD 10/17 Apologies
Sue Luttmann – Unwell
Yvonne Tomlinson – Holiday

SD 11/17 Declarations of Interest
John Orr SD 15/17

SD 12/17 Chairs Announcements

- Resident association are meeting on the 30th June to discuss the ongoing parking issue with the two schools and also the Islamic centre on Coffee Hall.
- The committee have been given small business cards for the Woughton Advice Service, these are for the councillors to hand to residents while out on their duties
- Two new members of staff due to start within the next couple of weeks, The positions are community advice office and community environment officer

SD 13/17 Questions from the public (Max. 10 minutes)
None

SD 14/17 Minutes of the previous meeting

The minutes of the previous meeting held on Monday 27th April and Monday 22nd May 2017 were **AGREED** and **APPROVED** as a true and correct record

SD 15/17 Tinkers Bridge Residents Association application for £500

Towards the cost of a coach trip Bournemouth

The committee received the report

Granted under power LGA 1972. S.145.

AGREED

SD 16/17 Drinking Controls on Netherfield

Committee to consider whether to apply for the drinking control zone to become a no drinking zone on Netherfield shopping parade and open spaces.

Recommendations

That the committee decide whether officers investigate to see whether an alcohol free zone is an option.

AGREED

SD 17/17 Update for the safeguarding and protection policy

PREVENT training to be undertaken by 7 of the front line staff in the coming months, also to be undertaken by more staff members in November 2017.

The racial equality council has also offered training to staff members.

The committee has **AGREED** to accept the e-safety policy and the Protection Policy.

SD 18/17 Review the grant aid policy

Deferred

To be placed on the next meeting's agenda (24th July 2017)

SD 19/17 Draft Woughton Cares Strategy

The committee received the report.

The committee had no amendments to make to the working document.

Recommendation:

That the committee discusses any amendments to the Woughton Cares Plan with the formal working document returning to Services committee in September.

AGREED

Meeting closed – 19:20

Next meeting Monday 24th July 2017



**Minutes of the meeting of Services Committee held on
Monday 22nd May 2017, 6pm at Woughton Community Council Hub**

Present: Cllrs Donna Fuller (Chair), Nick Scott, Yvonne Tomlinson, Shammi Akter, Sue Luttman, sue Smith, Alan Williamson, Brian Walker, Kevin Wilson (6.35pm)

Attending: Julia Bandy (Community Services Manager), Abi Bassett (Minute taker)

Absent: Cllrs John Orr, Reg Elliott

SD 01/17 Apologies

Apologies accepted from Cllrs Archibald Prempeh and Kevin Wilson (Late)

SD 02/17 Declarations of Interest

There were no declarations of interest **NOTED**

SD 03/17 Questions/statements from members of the public

There were no members of the public present **NOTED**

SD 04/17 Chair's Announcements

- Health & Wellbeing Event 11am-1pm on Tuesday 23rd May at Netherfield Meeting Place. Members are asked to promote and support where possible.
- Race Night Friday 26th May 2017 at WCC Hub, organised by Cllrs to raise funds for this year's Woughton Carnival
- Coffee Hall Residents Association's Ceilidh on 10th June 2017. Tickets £2 per person. All are asked to promote.

SD 05/17 Minutes of previous meeting

The Committee **RESOLVED** to amend the minutes of the meeting held on Thursday 27th April 2017 due to an omission. The minutes will be presented at the next meeting of the Services Committee for approval. The Committee requested that the WCC logo is placed on future minutes. **NOTED**

SD 06/17 Staff Vacancies

The Committee requested that the job descriptions be amended to specifically include the Carnival and Chair's Awards. The deadline for applications has been extended to Friday 9th June 2017 to allow for extra responses. The committee were informed that the vacancies have been advertised on social media, WCC website as well as in local newspapers and job search websites. **NOTED**

SD 07/17 Woughton Cares

The Chair discussed her ideas for Woughton Cares, including a PowerPoint presentation to promote the strategy and is requesting soundbites from members to include in it. The Committee would also like to (re)create a directory of all essential local information including services, agencies, where to go with a problem and basic

advice such as what day the refuse collections are. It is hoped that this can be distributed to all residents and especially targeted at new residents who are unfamiliar with the area. Cllrs are asked to think about what they think should be included in the directory. The Community Services Manager is asked to research advertising and merchandise (Woughton Cares fridge magnets, etc). **NOTED**

SD 08/17 Carnival

The Committee discussed the current issues around the Carnival preparations, namely lack of engagement/commitment from the local community with regard to taking part in the procession and the limitations of the staff. After lengthy discussions, the Committee agreed by a **UNANIMOUS RESOLUTION** to cancel the procession but continue with the Fun Day on Leadenhall as planned. The next Carnival sub-committee meeting is at 6pm, Tuesday 23rd May 2017 at WCC Hub where further preparations will be discussed/made. **NOTED**

SD 09/17 Services Policy Review

The Committee reviewed the Safeguarding & Child Protection Policy. It was requested that a section on Radicalisation and Cyber Bullying be inserted. Review of the Grant Aid policy was deferred to the next meeting of Services on Monday 19th June 2017. **NOTED**

WOUGHTON COMMUNITY COUNCIL

Services Committee

PURPOSE OF REPORT:

To nominate members to attend the Nalc conference in Milton Keynes on 30th and 31st October 2017

RECOMMENDATION:

- To note the report
- To nominate up to 4 members to attend the conference

MAIN ISSUES AND CONSIDERATIONS:

Nalc's annual conference and exhibition is being held at the Doubletree Hotel, the programme is included as a background paper.

The important themes will centre on partnership working, local economic development, sustainability, health and well being, housing and planning, openness and transparency. This event will celebrate NALC being 70 years old the Star Council 2017 award winners, and with Milton Keynes being 50 years old this year it becomes double celebration.

FINANCIAL IMPLICATIONS:

The cost per delegate is:

£50 for day one

£70 for day two

£100 for both days

£150 for both days plus dinner.

STAFFING IMPLICATIONS:

None perceived

OTHER IMPLICATIONS:

None perceived

BACKGROUND PAPERS:

Nalc conference programme.

AUTHOR

Kat Mottram

- PROGRAMME -

NALC ANNUAL CONFERENCE AND EXHIBITION 2017

30 OCTOBER 2017

- | | |
|---------------|--|
| 12.30 – 13.30 | Registration |
| 13.30 – 13.40 | Welcome

Cllr Sue Baxter, chairman of National Association of Local Councils (NALC) |
| 13.40 – 14.10 | Partnership working: Milton Keynes |
| 14.10 – 14.55 | The government viewpoint on local councils |
| 14.55 – 15.40 | Devolution

Mark Lloyd, chief executive of Local Government Association (LGA) |
| 15.45 – 17.15 | Choose one of the following sessions: <ul style="list-style-type: none">• Annual General Meeting• Devolution and partnership working
Shar Roselman, Newport Pagnell Town Council
Andrew Tubb, NALC policy secondment officer• Health and well-being
Elizabeth Leggo, Sussex and Surrey Associations of Local Councils
Maxine Kennedy, Dementia Friendly parishes around Yealm• Risk management clinic (15.45 - 16.15)• Savings and investment clinic (16.15 - 16.45) |

- ICT security clinic (16.45 - 17.15)

20.00 – 22.00 NALC 70th Anniversary and Star Councils 2017 Awards

31 OCTOBER 2017

08.30 – 09.30 Registration

09.30 – 10.15 Health and well-being

10.20 – 11.15 Choose one of the following sessions:

- Housing and neighbourhood planning
- Local economic development

Helen Ball, Shrewsbury Town Council

- New councils
- Councillors Commission and NALC Diversity Commission
- Saving and investment clinic

11.20 – 11.45 Housing and planning

Sarah Richards, chief executive of the Planning Inspectorate

11.45 – 12.00 Break

12.00 – 13.00 Choose one of the following sessions:

- New councils
- Councillor engagement
- Openness and transparency
- Sustainability and the environment
- Open spaces management clinic (12.00 - 12.30)
- Facilities management clinic (12.30 - 13.00)

13.05 – 13.30 Openness and transparency

13.30 - 14.30	Lunch
14.30 - 15.30	Sustainability and the environment Rob Valley, chief executive of Met Office: sustainability and the environment
15.30 - 15.45	Break
15.45 - 16..45	Choose one of the following sessions: <ul style="list-style-type: none">• National Council• Policy Slam• Toolkits for smaller local councils• How larger local councils can be leaders and supporters of the sector• Access to grants and funding clinic
16.45 - 17.00	Closing remarks Cllr Sue Baxter, chairman of NALC
17.00	Close

N.B: The programme is subject to change

Woughton Community Council**Monday 3rd July****Chairs Allowance and Member Allowances**

At the Annual Meeting of Woughton Community Council in May it was agreed that we should pay a Chairs Allowance equivalent to the Allowance paid to the Leader of the Council.

However the resolution approved by that meeting did not make it clear whether the Allowance would be the equivalent of the total received by the Leader or the equivalent of the Leaders Allowance element only. The difference amounts to around £650 per annum.

A number of members have written to indicate that they believed that the Allowance payable to the Chair should be the same as the total received by the Leader and that was what they thought they were approving. This was certainly the sentiment of the discussion and the proposal but unfortunately the resolution approved did not make this explicitly clear. It is the resolution and not what may have been in members minds that matters.

This report is therefore aimed at clarifying the matter. It is phrased in relation to the current year only as in future years the circumstances may change (for example if a Chair is appointed who enjoys an ordinary members allowance as well) and in any event all allowances are considered afresh each year in any event.

The regulations governing allowances state that members may be paid an allowance provided they are elected and not co-opted. Three Members of the Council are currently co-opted including the current Chair. The regulations state that members must receive identical allowances except that Chairs and or Leaders may be paid an additional allowance. The Allowance for Chairs predates the regulations above which came into force in 2003, and allow an allowance to be paid to the Chair whether or not he or she is elected or co-opted. The Leaders Allowance is the same as the Member Allowance and therefore means that he/she receives double that of other members in total. The recommendation below would mean that the Chairs Allowance for 2017/18 is double that of the Leaders allowance but the current Chair cannot receive the basic member allowance and so in total would receive the same as the Leader.

All Allowances are subject to Tax and National Insurance if applicable as income. They are allowances for responsibility and not to cover expenses, though members will often have to bear costs which are not covered by the separate expenses scheme.

On a separate matter we have had two resignations from the Council in the past year or so and It would be useful to clarify that in such circumstances and because allowances are paid six monthly in advance that they should repay a part of their allowances back covering periods for which they had been paid but not served. It is not recommended that this be enacted in the event of the death of a member.

Recommendations

1. That WCC confirm that the Allowance to be paid to the Chair of the Council for 2017/18 shall be the same level as received in total by the Leader (ie £1250 Circa per annum payable in two instalments)
2. That Members be asked to agree to repay a proportion of their allowances should they resign, or become disqualified from serving on the Council , such proportion being calculated on the basis of the date they ceased to be a Member relative to the dates covered by the allowance (which is normally paid 6 monthly in advance)

Kevin Wilson
Leader WCC

Report for Full Council Monday 3rd July

Parish Forum

MKALC Working Together Conference March 2017

- 30 Parishes attended from MK, 100 Councillors in all
- MKALC invited parishes to tell that what services they could / would provide to other Parishes and what services they would like to obtain
- Add - ons can be purchase from MKC i.e. 2 extra grass cuts a year
- They went through the procurement procedure and contract renewals... TUPE
- Shared the Public Realm budget element
- Parishes encourage to do 3 yr. (or 5) budget plans
- 2020 will be interesting year

SERVICE LEVELS 17/18

Waste

- Fly tipping is the costliest service BY FAR with Littering second
- Map online for estate cleaning frequency (in presentation)
- Reduced Street Cleaning = 103k saved
- Rapid response reduction = 59k saved

Landscaping

- Reclassification of grass to wildflower = 26k saved
- Annual plants to perennial = 32k saved
- No weeding unless pruning area = 25k saved
- Hedges will only be trimmed 3 out of 4 years

FUTURE - Journey we need to travel

Things other Parishes are doing - rangers/guardians are doing
Litter picks in between the MKC litter picks keep areas clean even
though reduce service.

- Feb - Aug visiting all Parishes
- Sept - March making happen what we can
- Our Journey together

This was a strange presentation (in my opinion) as Sarah is the
Acting Director of Policy Insight and communications and I felt that
even she had no idea what was happening and kept repeating about
our Journey together but didn't know the start let alone the finish
so watch this space

Author

Cllr Sue Smith

Woughton Community Council

Monday 3rd July

2018/19 Budget and Priorities

It may seem premature for a consideration of the budget commencing in April 2018, but if we are to seriously consider the communities priorities and concerns it is best to commence the necessary work as soon as possible.

At the Council Meeting held on the 19th June 2017 it was resolved that the Leader and the RFO would present reports to the September Council Meeting reviewing the budget for the current year and the following financial year. These will essentially be numerical reports providing details of the latest estimated needs and resource levels, and provide the first indications of the likely budget issues for the 2018/19 financial year. Following this it is intended to develop a draft budget for the November Council Meeting which will then be subject to consultation during the November-December period with final decisions on the budget being taken in January 2018

However this process is largely a numbers game and does not afford a real opportunity for residents and the general public to comment on needs, issues and priorities for them and their communities. In order to facilitate some meaningful dialogue on needs, issues and priorities it is important to begin such conversations much earlier.

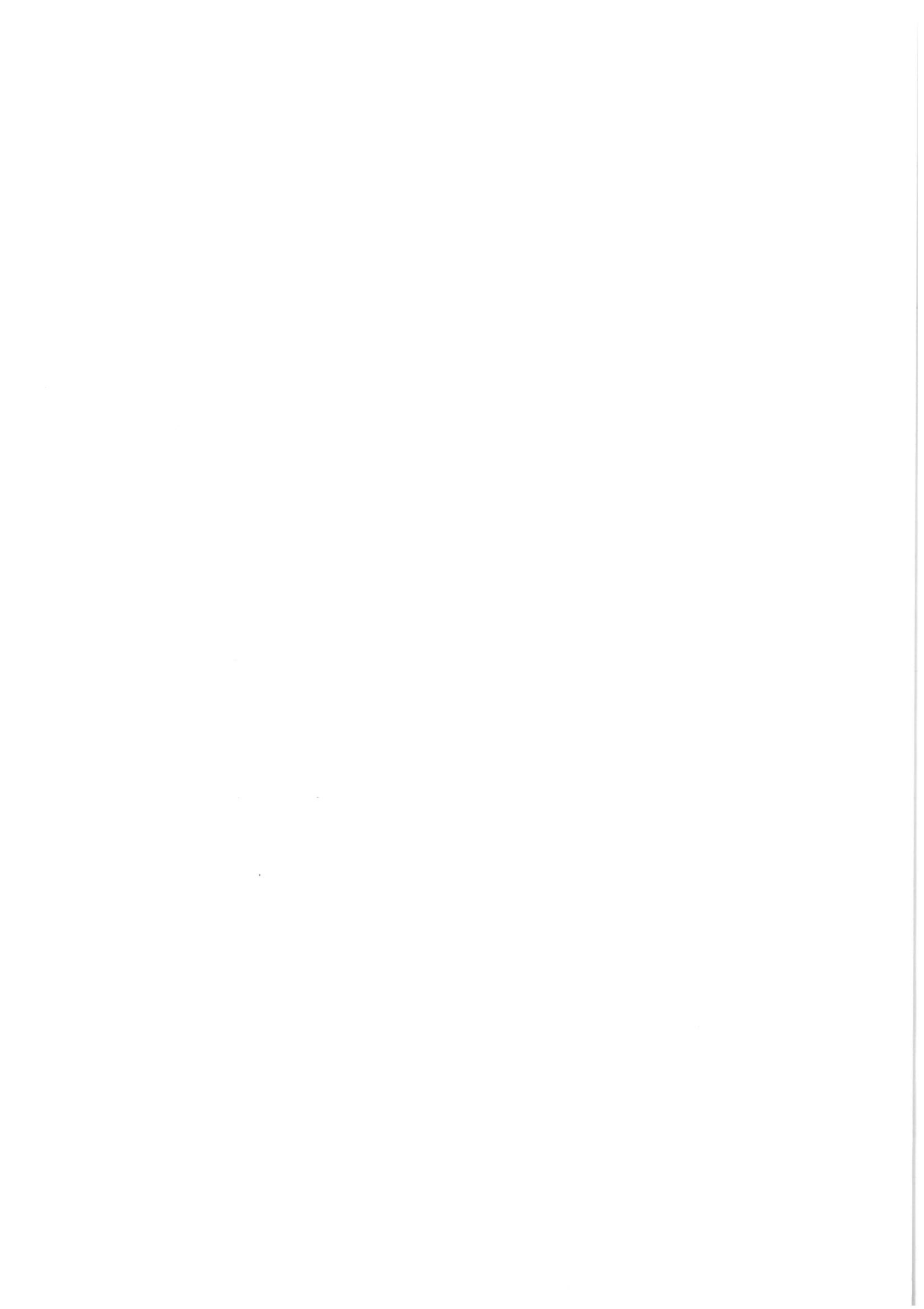
It is therefore recommended that the consultation process begins over the summer, with meetings be held on each estate with local residents, with members and with other interested parties and partners. This could be supplemented with an on line dialogue, surveys, street stalls and the like, with the objective being to host a big conversation with our community well in advance of any key decisions being taken.

To facilitate this it may be necessary to develop issue papers and survey methodology. Local Government finance can be and often is quite complex and in many ways can make a dialogue and conversation difficult. By doing this exercise well in advance of the 'numbers season' it is hoped to be able to better assess views and opinions on a wide range of issues and options facing the Council in the medium term and the needs priorities and concerns of our community and communities.

Recommendations

- 1. To agree to seek public opinion on priorities for the Council over the summer period**
- 2. To hold a series of meetings on each estate with residents to better understand the communities concerns and priorities during the summer period**
- 3. To develop papers, surveys and on line conversations with the same aim**
- 4. To take other opportunities such as street stalls to seek public views**
- 5. To consult with local organisations, partners and agencies on the Councils priorities**

**Kevin Wilson
Leader WCC**



WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

To consider when to hold the referendum relating to Woughton Community Council Neighbourhood Plan.

RECOMMENDATION:

- To note the report
- To agree to hold the referendum in the autumn 2017

MAIN ISSUES AND CONSIDERATIONS:

The neighbourhood plan has gone to the examiner and been approved. The next step is for the plan to go to referendum so the local community can vote on it. The question is when this should happen, it could be arranged for the autumn this year if not then spring 2018, though the longer we wait the greater the likelihood that people will lose interest in it. The larger the number of voters the more gravitas it could have. In addition distancing it from regeneration could be easier the sooner it happens.

FINANCIAL IMPLICATIONS:

Advertising costs to ensure the local community know it's happening.

STAFFING IMPLICATIONS:

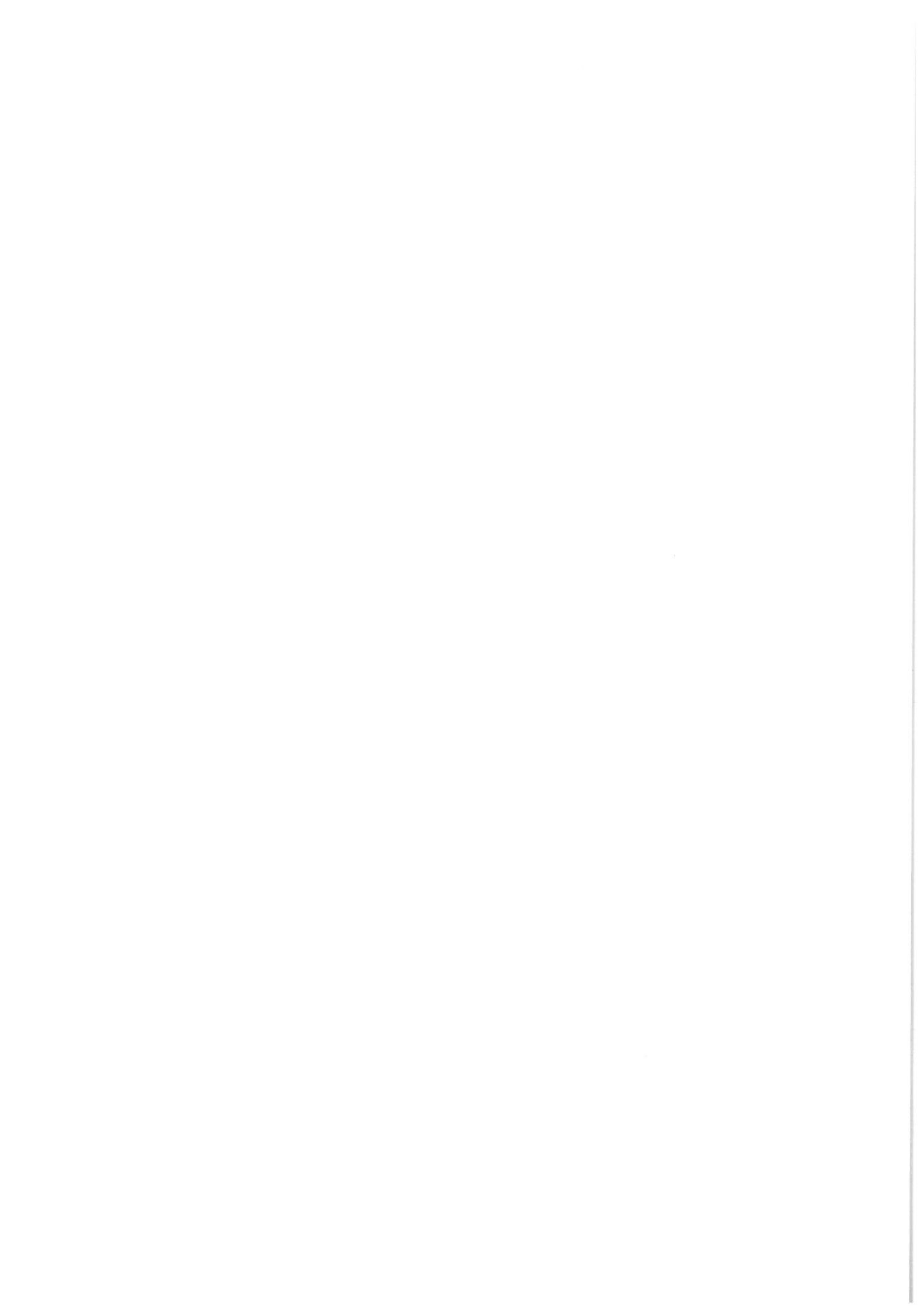
OTHER IMPLICATIONS:

None perceived

BACKGROUND PAPERS:

AUTHOR

Kat Mottram



Woughton Community Council

Monday 3rd July

Issues arising from One to One Interviews with Members

In the period before the Annual Meeting the Chair and the Leader held a series of one to one (though they were often 2 to 1 interviews) with members. In the event, the calling of the General Election and other pressures meant that there are a minority of members still to do. It is intended to complete this process and to conduct it at least annually in the future.

The purpose behind the sessions was to explore the training and development needs of members, along with their aspirations and any issues that they wished to raise and where they saw their and the councils strengths and weaknesses. They were valuable sessions and a record has been kept for future reference. Many of the issues raised are of course personal and not subject to this report. There were however a number of issues raised which are worthy of wider dissemination and consideration.

It is clear for example that a number of members have valuable skills and experiences which are not always recognised or even known, and rarely utilised. It is clear that the Council needs to harness the abilities, skills and experiences of all members. For example one member has a law degree, whilst another has very significant knowledge of Health and Safety legislation to a very high level. With their permission such skills will be brought to the attention of Officers and other members and their expertise will be called upon as appropriate and in the further development of lead member roles.

There is a need to constantly consider the training and development needs of each member and Officers will be asked to consider the specific requests being made. Invariably such training and development will assist the Council and not just the individual member.

A much fuller training programme is being developed this year and the Operations Committee are requested to periodically consider such programmes. These will include in house sessions as well as those run by others such as BMKALC and NALC. It has also been agreed to utilise the months when the Full Council is not meeting for seminars/workshops on topical and important issues which by definition will have a training, learning and development remit as well

Finally it emerged that Members have their own differing needs and ways of working and being an effective Councillor. It seems clear that assisting and supporting members with their individual needs is a pre requisite to having effective Councillors and Council. Not every member has the same training or support needs and requirements. It is therefore felt that we need to be much more flexible in our approach, in order to ensure that each Councillor's needs can be matched whenever possible. An easy, though not current example would be supporting members with a disability such as hearing or sight disability. There are often easy and relatively cheap technical solutions to such issues. Similarly some members may require some limited administrative support, or technical aids to assist them in their role. It is imperative that the Council attempt to meet the individual needs. Members are therefore asked to bring to the attention of Officers any such needs.

However it is also recognised that resources are limited, and that there is no specific budget available other than the modest training budget at the moment. It is recommended that in future

years the training budget be renamed the Training and Development Budget and enhanced as resources allow to facilitate the approach above. In the meantime Officers are asked to accommodate whenever reasonable and possible and within existing limited resources specific needs as and when they arise

Recommendations

- 1. That the approach outlined above to member training and development be approved**
- 2. That for the 2018/19 Financial year the Training Budget be renamed the Training and Development Budget and its remit widened to include the approach above.**
- 3. That the Council Manager be given specific Delegated Powers to provide modest and reasonable assistance and/or support to Members to enable them to effectively perform their role, within current budgets and available resources**
- 4. That the one to one interviews be concluded and repeated on at least an Annual basis**

Kevin Wilson
Leader WCC

Woughton Community Council

Monday 3rd July

Collaboration and Partnership with Campbell Park Parish Council

There has been a long standing policy supporting the notion of working with other Parish Councils through the development of shared services, collaboration on projects and other similar ideas. However to date little progress has been made. We had an arrangement supporting Youth training with one Council, and a couple of examples of working closely together with another.

However recently informal discussions at Officer and Member level with Campbell Park Parish Council has suggested that the two Councils may wish and be able to work in greater collaboration. It is too early to specify exactly how this might develop, but we share not dissimilar population demographics, are of not dissimilar size and provide many common services. Their Clerk has provided useful informal support to our New Council Manager and he also supported the Council last year by minuting a special Council Meeting. Their Chair has also spoken about possible projects where we may be able to co-operate including our Carnival

This report seeks member support to explore the opportunities that may arise in more detail. Any final decisions of a formal nature will of course be separately reported and subject to final decisions by Woughton Community Council. No doubt the same would be true with Campbell Park Parish Council

It is also suggested that if Campbell Park Parish Council agree then we may wish to hold a joint Members workshop with all members of both Councils invited to explore this agenda and potential further

Recommendations

- 1. That WCC agree to seeking and exploring ways of seuring greater collaboration and partnership with and between Campbell Park Parish Council and Woughton Community Council**
- 2. That WCC agree to participate in a joint conference/workshop with Members of Campbell Park Parish Council, with Officers from both Councils invited as well**

Kevin Wilson
Leader WCC

