

Monday 30th October 2017

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, Peter Orme, 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 6th November 2017** 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 76/17 Apologies:

To record apologies from members unable to attend the meeting

FC 77/17 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 78/17 Chairs Announcements:

To receive announcements from the Chair.

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

To receive questions/statements from members of the public.

FC 80/17 Minutes of the previous meeting:

To receive and approve as a true and correct record the minutes of the Council meeting, held on Monday 4th September 2017.

(Attached)

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.

(Minutes attached)

FC 82/17 Ward Matters arising:

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

FC 83/17 Feedback from meetings with Outside Bodies:

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**

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

(Verbal reports)

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

(Report attached)

FC 85/17 To approve the Lead Member roles:

(Report attached)

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

(Report attached)

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

(Report and draft budget attached)

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

(Report attached)

Date of next meeting:

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

Minutes Full Council Committee meeting held 4th September 2017

Present: Sue Smith (Chair), Nick Scott (Vice Chair), Thillai Visvendran, Yvonne Tomlinson, Shammi Akter, Pauline Prop, Peter Orme, Pam Wilson, Kevin Wilson, Jordan Coventry, Donna Fuller, Reg Elliott, John Orr, Alan Williamson, Yahya Wiseman, Sue Luttmann, Phil Hopcraft.

Attending: Kat Mottram (Council Manager), Abi Bassett (RFO), Louise Randall (Administrative Assistant)

FC 63/17 Apologies:
Tina El-Shabrawy
Archibald Prempeh

FC 64/17 Declarations of Interest
None declared

FC 65/17 Chairs Announcements

- Housing and Information event 05.09.17
- Introduction of Brian Barton Committee and Member services clerk
- Chair Sue Smith attended the Thames Valley police Forum, despite a large advertising campaign it was low in attendance. The main issues brought up during the forum was to focus on the motor bikes and scooters in the area.
- Vacancies currently on committees – 1x Services, 1x P+R, and 1x operation's, Phil to take the vacancy on Services, Yvonne Tomlinson to take vacancy on Operations, Currently 1x vacancy on P+R.

FC 65a Welcome to Cllr Phil Hopcraft

Welcome to our new councillor for Beanhill Phil Hopcraft.

FC 66/17 Questions from the public (Max. 10 minutes)

None

FC 67/17 Minutes of the previous meeting

To receive and approve as a true and correct record of the council meeting held on the 3rd July 2017.

Amendment's to be made to members attending (Completed)

AGREED

FC 68/17 To receive committee minutes from:

Services – 24.7.17

Operations – 24.7.17

The committee received the committee minutes.

FC 69/17 Ward Matters Arising
None declared

FC 70/17 Feedback from meetings with Outside bodies

Committee received verbal reports from

Woughton Welfare Trust – Cllr Peter Orme – AGM has been carried out, the welfare trust are currently working with residents on Coffee Hall and Beanhill.

Netherfield Enterprise Trust – Cllr Peter Orme – AGM to take place this week, the trust are currently showing in profit.

Hedgerows Family Centre – Cllr Sue Luttmann – Hedgerows have made some promotions within the centre, and currently have a vacancy.

MK Parish Forum – Cllrs Sue Smith, Alan Williamson – Meeting to be taking place this month.

MKALC, BALC, NACL – Cllr Kevin Wilson – Written report to be given to the committee.

FC 71/17 Woughton Committee Council and Campbell Park Parish Council seminar

Seminar to take place on the 30th September at the Coffee Hall office in the council chambers. All members/Staff welcome to attend, 9:30am for coffee, 10am start till 1pm with lunch after.

FC 72/17 Preliminary Budget Discussions

Committee received tabled report.

Recommendations

- a) That the council notes the work in progress on budget matters
- b) That a further report be made to be the October Policy and Resources Committee
- c) That a draft budget for next years and medium term financial for the following two years be presented to Full council in November

AGREED

The RFO has made the committee aware of the danger of additional spending in line with the three year plan.

FC 73/17 Budget Consultation Responses

Committee received tabled report

Report **NOTED**

FC 74/17 Neighbourhood Plan

Committee received the final Neighbourhood Plan document that is being submitted for the referendum on the 19th October 2017.

AGREED

Peter Orme Left 19:20

FC 75/17 Woughton Cares

The committee received a presentation from Cllr Donna Fuller regarding Woughton Cares. Committee received paper copy of the presentation and a memory card containing the presentation for Cllr's to show to groups and possible partners.

Part 2 04.09.17

Council resolved to enter private session.

FC 26/17 Staffing Consideration

Committee received report.

15 for

1 abstention

0 against

Recommendations

1-2, A-C **APPROVED**

Woughton Community Council

Operations Committee

Minutes of the meeting held on Monday 11th September 2017, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

PRESENT: Cllrs Jordan Coventry (Chair), Pam Wilson (Vice-Chair), Sue Luttmann, John Orr, Archibald Prempeh, Pauline Prop, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson

Also present: Brian Barton (Committee and Member Services Manager), Abigail Bassett (Operations Manager / Responsible Financial Officer)

In attendance: Cllrs Donna Fuller, Sue Smith, Kevin Wilson

OC 22/17 Apologies:

Received from Cllrs Tina El-Shabrawy, Peter Orme
AGREED

OC 23/17 Declarations of Interest:

There were no declarations of interest.
NOTED

OC 24/17 Chairs Announcements:

There were no Chairs announcements.
NOTED

OC 25/17 Questions from the public (Max. 10 minutes):

There were no questions from members of the public.
NOTED

OC 26/17 Minutes of the previous meeting:

Minutes of the meeting held on Monday 24th July 2017 were **AGREED** as a true and correct record, and signed by the Chair.

OC 27/17 Job descriptions for the proper officer & RFO:

Job Profile – Operations Manager / Responsible Financial Officer

Job Description

Item 3. To delete "The" and replace with "To"

Item 5. To delete "To assist" and replace with "In liaison with" to add "is responsible for" before "budget monitoring and forward planning"

Item 6. To delete "Policy and Resources Committee" and replace with "Operations Committee"

Job Profile – Council Manager

Job Description

Item 5. To add after correspondence "That the Council Manager will be responsible for all internal and external communications"

Item 8. To add after "Financial Regulations" "and Council Policy Delegations"

Item 9. To delete "To supervise" and replace with "To line manage" to add after "Youth Managers" "Committee and Member Services Manager" to add at the end of the paragraph "That the Responsible Financial Officer to deputise in the absence of the Council Manager"

Person Specification

To add "That some evening work will be required"

To circulate a list of all members of staff with their job title and responsibilities, to all Councillors, and to upload a copy onto the website.

To discuss the implementation of the appraisal process at the November Policy and Resources Committee meeting.

To review all job descriptions after each appraisal has taken place.

RESOLVED

Job Profile – Operations Manager / Responsible Financial Officer

Job Description

1. Item 3. To delete "The" and replace with "To"
2. Item 5. To delete "To assist" and replace with "In liaison with" to add "is responsible for" before "budget monitoring and forward planning"
3. Item 6. To delete "Policy and Resources Committee" and replace with "Operations Committee"

Job Profile – Council Manager

Job Description

4. Item 5. To add after correspondence "That the Council Manager will be responsible for all internal and external communications"

5. Item 8. To add after "Financial Regulations" "and Council Policy Delegations"
6. Item 9. To delete "To supervise" and replace with "To line manage" to add after "Youth Managers" "Committee and Member Services Manager" to add at the end of the paragraph "That the Responsible Financial Officer to deputise in the absence of the Council Manager"

Person Specification

7. To add "That some evening work will be required"
8. To circulate a list of all members of staff with their job title and responsibilities to all Councillors, and to upload a copy onto the website.
9. To discuss the implementation of the appraisal process at the November Policy and Resources Committee meeting.
10. To review all job descriptions after each appraisal has taken place.

OC 28/17 To consider Training & Development requests and recording for Councillors and Staff:

To add to the training and development form a section so that a reason can be given as to why any training request has been denied.

Any Councillor or member of staff that undertakes training, to provide a written statement as to whether it was beneficial and any other relevant information, that can be attached to the training and development form, and can then be cross referenced if similar training is required in the future.

The Committee encourages all Staff and Councillors to undertake training.

Discussion centred on the provision of clawback in the training policy document, whereby depending on length of service monies can be requested back on any training recently undertaken by a member of staff who has submitted their resignation.

It was agreed that the Policy & Resources Committee be requested to consider the matter of clawback and whether it should be retained or abolished.

RESOLVED

1. To add to the training and development form a section so that a reason can be given as to why any training request has been denied.
2. That any Councillor or member of staff that undertakes training, to provide a written statement as to whether it was beneficial and any other relevant information that can be attached to the training and development form, and can then be cross referenced if similar training is required in the future.
3. That the Policy & Resources Committee be requested to consider the matter of clawback and whether it should be retained or abolished.

OC 29/17 Review social media protocol:

The social media protocol has recently been devised will be reviewed from time to time.

Cllr Sue Smith asked members to share posts from the Woughton Community Council Facebook page relating to the Neighbourhood Plan Referendum.

The Committee and Member Services Manager to ask all Councillors to share posts from the Woughton Community Council Facebook page relating to the Neighbourhood Plan Referendum.

RESOLVED

That the Committee and Member Services Manager to ask all Councillors to share posts from the Woughton Community Council Facebook page relating to the Neighbourhood Plan Referendum.

The Chair moved to exclude the press and members of the public so that the meeting can transact the following agenda items:

RESOLVED

To exclude the press and members of the public so that the meeting can transact the following agenda items

OC 30/17 Managers Pay

RESOLVED

To agree the recommendations in the tabled report.

OC 31/17 Staff replacement and restructuring proposals

The meeting considered proposals for staff restructuring to include potential partnership working and managerial roles for caretaking staff and meeting places.

RESOLVED

To agree all the recommendations in the tabled report.

Date of next meeting:

Monday 13th November 2017, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

THE CHAIR CLOSED THE MEETING AT 7:56PM

Chair _____ Date _____

Services Committee

Minutes of the meeting held on Monday 18th September 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 6.45pm), Sue Luttmann, John Orr, Archibald Prempeh, Sue Smith, Alan Williamson

Also present: Julia Bandy (Community & Services Manager), Brian Barton (Committee & Member Services Officer), Ian Tegerdine (Landscape Manager / Health and Safety Officer).

SD 29/17 Apologies:

Received from Cllrs Yvonne Tomlinson and Kevin Wilson.

AGREED

SD 30/17 Declarations of Interest:

Cllr John Orr declared a non pecuniary interest in agenda item **SD 35/17 Tinkers Bridge Residents Association application for £333.00p.**

Cllr Alan Williamson declared a non pecuniary interest in agenda item **SD 36/17 Men in Sheds application for £483.24p.**

NOTED

SD 31/17 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

SD 32/17 Chairs announcements:

The Chair reported that she had attended a meeting on the parking issues affecting the Woughton Community Council area, representatives from Milton Keynes Council and Thames Valley Police did not attend.

Representatives from St. Pauls School and New Chapter School on Coffee Hall were in attendance.

Milton Keynes Council has been requested to undertake a mapping exercise on the parking issues, and it is hoped that the Policy & Resources Committee could consider this matter also.

The Health and Wellbeing event will take place on Tuesday 3rd October and Members were requested to share this event with residents in their ward.

A seminar will be held on Saturday 30th September at the Woughton Community Council Hub with Members and Officers of Campbell Park Parish Council, the Chair urged Members to attend.

NOTED

SD 33/17 Minutes of previous meetings:

The minutes of the Services Committee held on Monday 24th July 2017, were **AGREED** and signed by the Chair as a true and correct record.

SD 34/17 Milton Keynes Rotary Satellite Club application for £300:

To provide a Christmas Eve lunch for young people and their families from Woughton at Milton Keynes College.

The Committee agreed to award the full grant aid applied for, subject to young people and their families from the Woughton area benefiting from this event, to ensure that all advertising is branded with the Woughton Cares logo.

The Chair asked that photographic evidence is supplied of the event when the evaluation form is returned.

The Chair said that she would prefer if the organisation had engaged with the Community Council in some partnership working before submitting a grant aid application.

The Committee has the power under the Local Government Act (1972) Section 145 to award this grant aid application.

RESOLVED

1. To note the report.
2. To award £300 to the Milton Keynes Rotary Satellite Club to provide a Christmas Eve lunch for young people and their families from the Woughton area at Milton Keynes College.
3. That young people and their families from the Woughton area should benefit from this event.
4. That all advertising is branded with the Woughton Cares logo.
5. That photographic evidence is supplied of the event when the evaluation form is returned.
6. That the Committee has the power under the Local Government Act (1972) Section 145 to award this grant aid application.

SD 35/17 Tinkers Bridge Residents Association application for £333.00p:

To provide Coach travel to the Pantomime in Northampton.

Cllr John Orr had declared a non pecuniary interest in this agenda item.

The Committee agreed to award the full grant aid applied for, subject to residents from Tinkers Bridge who could not attend the pantomime last year, having priority to attend this year, and that all advertising is branded with the Woughton Cares logo.

The Committee has the power under the Local Government Act (1972) Section 145 to award this grant aid application.

RESOLVED

1. To note the report.
2. To award £333.00p to the Tinkers Bridge Residents Association, to provide Coach travel to the Pantomime in Northampton.
3. That residents from Tinkers Bridge who could not attend the pantomime last year, should have priority to attend this year.
4. That all advertising is branded with the Woughton Cares logo.
5. That the Committee has the power under the Local Government Act (1972) Section 145 to award this grant aid application.

SD 36/17 Men in Sheds application for £483.24p:

For numerous items to build planters around the Woughton Parish.

Cllr Alan Williamson had declared a non pecuniary interest in this agenda item.

The Committee agreed to award the full grant aid applied for, and that the payment should be allocated from the environmental grants budget heading.

The Committee has the power under the Local Government Act (1972) Public Health Act Section 165 to award this grant aid application.

RESOLVED

1. To note the report.
2. To award £483.24p to the Men in Sheds for numerous items to build planters around the Woughton area.
3. That the payment should be allocated from the environmental grants budget heading.
4. That the Committee has the power under the Local Government Act (1972) Public Health Act Section 165 to award this grant aid application.

SD 37/17 Review of Grant Aid Policy

The Committee discussed the grant aid policy and agreed to the following amendments:

To add after the bullet points in the section entitled "We do not award grants to"

"Woughton Community Council will fund a wide range of projects that will benefit the Residents within the Woughton Community Council Boundary".

To add after the bullet points in the section entitled "We will not fund"

"Every application should meet the Woughton Cares priority set out by Woughton Community Council".

RESOLVED

1. To add after the bullet points in the section entitled "We do not award grants to" "Woughton Community Council will fund a wide range of projects that will benefit the Residents within the Woughton Community Council Boundary".

2. **To add after the bullet points in the section entitled "We will not fund" "Every application should meet the Woughton Cares priority set out by Woughton Community Council".**

SD 38/17 Drinking Controls on Netherfield:

The Chair expressed her disappointed that a representative from Thames Valley Police had not attended the meeting.

The Committee after some discussion agreed not to pursue the introduction of a drinking control order on Netherfield due to concerns about the potential lack of enforcement action.

The Committee would prefer a more holistic approach to anti social behaviour at all local centres in the Woughton area.

RESOLVED

1. **Not to pursue the introduction of a drinking control order on Netherfield due to concerns about the potential lack of enforcement action.**

SD 39/17 Landscaping up date and schedule:

Ian Tegerdine Landscape Manager spoke to his tabled report.

The memorial area on Coffee Hall will be attended to on a regular basis.

The Committee asked the Landscape Manager to upload the grass and hedge cutting schedule on to the website.

The Landscape Manager spoke to the Committee about the possibility of acquiring a depot based on Fishermead.

RESOLVED

1. **To note the report.**
2. **That the Landscape Manager to upload the grass and hedge cutting schedule on to the website.**

Cllr Philip Hopcraft then entered the meeting.

SD 40/17 Report from Councillor Sue Luttmann regarding her time spent with Beth from Compass:

Cllr Sue Luttmann spoke to her tabled report.

The Committee requested that a representative from Compass is invited to attend a future meeting to make a presentation on their activities.

RESOLVED

1. **To note the report.**
2. **That a representative from Compass is invited to attend a future meeting to make a presentation on their activities.**

Date of next meeting:

Monday 16th October 2017, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:21PM

Chair _____ Date _____

DRAFT

Policy & Resources Committee

Minutes of the meeting held on Monday 2nd October 2017, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

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

Also Present: Brian Barton (Committee & Member Services Officer), Kat Mottram (Council Manager),

PR 08/17 Apologies:

There were no apologies.

NOTED

PR 09/17 Declarations of Interest:

There were no declarations of interest.

NOTED

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

There were no questions from members of the public.

NOTED

PR11/17 Chairs announcements:

The Chair requested that Members are supplied with a paper copy of the agenda and the supporting papers for all meetings of the Full Council and the Committees, Cllr Kevin Wilson replied that Members should be entitled to opt out of receiving paper copies if they wished to do so.

Cllr Donna Fuller informed the meeting that the Health and Wellbeing event will be held on Tuesday 3rd October between 11:00am-1:00pm at the Woughton Community Council Hub.

The Chair asked that an events programme is circulated to all Members, Cllr Sue Smith said that she would be able to do so.

Cllr Fuller requested a weekly Member and Officers bulletin, Cllr Kevin Wilson replied that this will be done in future.

RESOLVED

That the Committee & Member Services Officer to supply all Members with a paper copy of the agenda and supporting papers for each meeting of the Full Council and the Committees.

PR 12/17 Minutes of previous meetings:

The minutes of the Policy & Resources Committee held on Monday 5th June 2017, were **AGREED** and signed by the Chair as a true and correct record, subject to a draft watermark being inserted and corrections to all the spelling mistakes and to correct some of the grammar.

PR 13/17 To update the meeting following on from the seminar with Woughton Community Council and Campbell Park Parish Council:

Cllr Kevin Wilson informed the meeting that over forty (40) members of staff and Parish Councillors had attended from Woughton Community Council and Campbell Park Parish Council.

The feedback from the post it notes from the breakout sessions will be written up, and taken to the Full Council meeting in November for consideration.

Campbell Park Parish Council will host the next joint workshop in February 2018, both Parish Council's had indicated their wiliness to work together.

Woughton Community Council will be hosting a training session on Monday 9th October at 6:00pm on the Power of General Competence, Cllr K Wilson will invite Campbell Park Parish Council Members to attend.

Cllr Donna Fuller will ask the Community & Services Manager to invite Campbell Park Parish Council Members to the Carnival / Funday meeting.

NOTED

PR 14/17 Tracking for Company Vehicles:

Cllr Yvonne Tomlinson said that she had been approached on this matter by other Councillors, and that a tracking system could help in tracing a stolen vehicle and assist in employee safety.

It was agreed that a full report with options and costs be brought to the December Policy & Resources Committee meeting for consideration.

RESOLVED

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

PR 15/17 To discuss the current status regarding the access gates relating to the multi use games area at Eaglestone:

Cllr K Wilson informed the meeting that the access gates to the multi use games area at Eaglestone were left open on a trial basis for public use on the basis that there were no bookings in the evenings and no provision for flood lighting.

The meeting agreed to continue leaving the access gates open.

RESOLVED

To continue leaving the access gates to the multi use games area at Eaglestone left open for public use.

PR 16/17 to consider the matter of clawback and whether it should be retained or abolished:

The Operations Committee discussed the provision of clawback in the training policy document, whereby depending on length of service monies can be requested back on any training recently undertaken by a member of staff who has submitted their resignation.

It was agreed at that meeting, that the Policy & Resources Committee be requested to consider the matter.

Cllr Jordon Coventry said that members of staff were concerned about undertaking training due to the potential of having to reimburse the Community Council when they left employment.

Members considered the training policy document and it was proposed to insert at the end of the document "This will be at the discretion of the Parish Manager, and in consultation with the Chair of the appropriate Committee".

RESOLVED

To insert at the end of the training policy document "This will be at the discretion of the Parish Manager, and in consultation with the Chair of the appropriate Committee".

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

Cllr K Wilson spoke to his report on the work of the Income Generation Working Group.

Cllr Fuller expressed her concern about how members of staff would feel about the proposals in the report.

Cllr S Smith expressed concern about the use of the Council Chamber by outside groups and agencies, and it was proposed that booking(s) for the Council Chamber should be presented to a meeting of the Policy & Resources Committee for consideration and agreement.

The meeting was made aware that a staff appraisal system needs to be put in place.

Cllr K Wilson moved the recommendations in his report.

RESOLVED

1. (a) That subject to final approval at the January Full Council Meeting Woughton Community Council agree to the appointment of a fundraising/income generation officer at a salary level to be agreed by the Council Manager in consultation with the working group and appropriate lead member(s), including considering the possibility of this being a shared post with Campbell Park Parish Council (or other) if they are interested. Such a post to be temporary in the first instance (no longer than one year). This resolution however will only be implemented

following a consultation with the Leader of the Council and Chair of the Services Committee.

1. (b) That Woughton Community Council agree to commissioning appropriate consultants to explore the potential redesign of the Eaglestone Meeting Place in particular and possibly others with a view to maximising the potential income from these facilities up to a maximum of £5,000 in the first instance and that the Council Manager in consultation with the appropriate lead member be given the delegated authority to appoint such a consultant in consultation with the local residents.
2. That up to £4,000 be agreed for each meeting place where office facilities could be available to equip the facility with modern IT and telecommunications to enable the Council to effectively market office facilities. It is intended to spend this money which would have a side benefit of providing Wifi access to the community centre users in general only when it is clear that a prospective office tenant has been found. From the work undertaken by the working group it has become clear that this would be a profitable investment in such circumstances.
3. That the Responsible Financial Officer (RFO) be authorised to agree and determine rental agreements for the use of offices at a rate that is beneficial to the Council, including lease terms and lengths and rental fees and charges.
4. That the Council seeks to cover the costs of external communication including the Gazette and website and other publications through advertising and sponsorship.
5. That the Services Committee be asked to consider the introduction of small charges for youngsters using our Youth Clubs and for tool hire. Both these could either be used to offset expenditure or to provide additional funds for the services concerned (e.g. allow us to obtain new tools and extend the range of tools offered).
6. That the charges to the Eaglestone Play Group be reviewed and that the Responsible Financial Officer (RFO) be given delegated authority to agree new charges following discussions with them.
7. That any proposed booking(s) for the Council Chamber should be presented to a meeting of the Policy & Resources Committee for consideration and agreement.
8. To put in place a staff appraisal system.

PR 18/17 To update the committee on the parking issues around the Woughton Parish Area:

Cllr Fuller spoke to her report.

Cllr Sue Smith reported to the meeting that there is currently a parking consultation on Coffee Hall, and said if there is a 75% return from residents confirming that they feel that there is an issue with parking on the grass verges, the outcome of the consultation will be presented to Milton Keynes Council, and then Thames Valley Police have to act according to an existing by law on the matter.

Cllr K Wilson said that the car park at the Eaglestone Local Centre needs to be added to the list and consideration given to the parking pressures at School drop off and collection times.

The issue of overspill car parking on Beanhill and Netherfield when matches are held at the Stadium MK also needs to be looked into.

Cllr Fuller said that she will revise her report accordingly following all the feedback from the meeting.

Cllr K Wilson proposed that a further report is presented to the February Policy & Resources Committee meeting.

RESOLVED

That a further report is presented to the February Policy & Resources Committee meeting on the parking issues around the Woughton Parish Area.

PR 19/17 To agree the expenditure for seven (7) countdown banners on each estate and an advert on Facebook in relation to the Neighbourhood Plan Referendum:

Cllr Sue Smith informed the meeting that Milton Keynes Council did not put the submission of the Canals and Riverside Trust on the Neighbourhood Plan onto their website, so the Commissioner has added an appendix of their submission to the Neighbourhood Plan report.

The meeting agreed to the following items of expenditure:

Seven (7) banners at circa £209.00p= **£1,463.00p.**

Seventeen (17) days of Facebook advertising= **£119.00p**

Balloons, cups and sticks= **£223.00p**

Logo printed T-shirts= **£227.56p**

Car Vinyl= **£195.00p**

RESOLVED

To agree the following items of expenditure:

- **Seven (7) banners at circa £209.00p= £1,463.00p.**
- **Seventeen (17) days of Facebook advertising= £119.00p**
- **Balloons, cups and sticks= £223.00p**
- **Logo printed T-shirts= £227.56p**
- **Car Vinyl= £195.00p**

PR 20/17 To discuss the draft 2018 / 2019 budget:

Cllr K Wilson informed the meeting that the draft 2018 / 2019 budget will be considered at the November Full Council meeting.

The figure for the Landscaping budget heading will be subject to change as the grant from Milton Keynes Council has now been agreed at £15,000.

Milton Keynes Council fully supports Woughton Community Council in acquiring the lease of the depot building on Fishermead at a nil rent.

Cllr K Wilson felt the Local Council Support Grant will be increased next year and reductions less steep for the following two (2) years.

Cllr K Wilson also said that he is still awaiting the Inland Revenue assessment for the office business rates.

Cllr Coventry said that the additional responsibilities for the Bookings Clerk / Receptionist should be for noting at the next meeting of the Operations Committee.

The Income Generation Group was requested to investigate possible hardship relief for groups using the meeting places which could assist towards their booking fees.

RESOLVED

- 1. That the Bookings Clerk/Receptionist be offered additional hours up to Full Time up to December 31st 2017 in the first instance, with his job description for the additional hours reflecting a number of ancillary tasks suitable to be undertaken whilst fulfilling receptionist and bookings clerk duties, which would enable the Council to meet its needs and objectives more readily, and that this should be noted at the next meeting of the Operations Committee.**
- 2. That a further report on this be made to the Full Council in November.**
- 3. That the Income Generation Group to investigate possible hardship relief for groups using the meeting places which could assist towards their booking fees.**

Date of next meeting:

Monday 4th December 2017, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall.

THE CHAIRMAN CLOSED THE MEETING AT 7:52PM

Chair _____ Date _____

Services Committee

Minutes of the meeting held on Monday 16th October 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, Sue Luttmann, John Orr, Sue Smith, Alan Williamson.

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

In attendance: Mr Darron Kendrick (Lions International Champion for the Message in a Bottle Project)

SD 41/17 Apologies:

Received from Cllrs Archibald Prempeh and Kevin Wilson.

AGREED

SD 42/17 Declarations of Interest:

There were no declarations of interest.

NOTED

SD 43/17 Questions from the public (maximum 10 minutes):

There were no questions from the members of the public.

NOTED

SD 44/17 Chairs announcements:

The Chair informed the meeting that the Coffee Hall parking consultation leaflet had been delivered to all households on Tinkers Bridge via the Woughton Gazette.

The Zombie Walk will be taking place on Tuesday 31st October 2017 5:00pm – 7:00pm, anyone who wishes to volunteer for the event should contact the Community & Services Manager.

On Friday 20th October 2017, the Light up in Woughton event to celebrate Diwali starts at 6:00pm, if you will be attending please let the Community & Services Manager know.

The Chair said that she had written to Thames Valley Police regarding two (2) properties on Coffee Hall where residents had reported suspicious activities taking place.

NOTED

SD 45/17 Minutes of previous meetings:

The minutes of the Services Committee held on Monday 18th September 2017, were **AGREED** and signed by the Chair as a true and correct record.

SD 46/17 Presentation by a representative of COMPASS, Milton Keynes on the work and services that this organisation provides:

The Chair informed the meeting that COMPASS had not responded to requests to attend this meeting and make a presentation.

Cllr Sue Luttmann was asked to chase this matter up, with her contact at COMPASS.

RESOLVED

That Cllr Sue Luttmann chase up, COMPASS to request attendance at a future Services Committee meeting to make a presentation on their work and the services that they provide.

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

Mr Darron Kendrick is a Lions International Champion on Campbell Park Parish Council, who has managed to distribute the bottles to vulnerable residents and various partner agencies and local voluntary groups.

The individual in receipt of a bottle fills in the yellow sheet of paper with their medical details, which is then placed inside the bottle and put in their fridge, a sticker is provided that should be placed inside the front entrance door, in the event a paramedic is called out to a property they will know to look for the sticker, and to go straight to the fridge and look for the bottle.

Mr Kendrick or the Lions International can be approached to obtain a number of bottles for distribution to residents.

Cllrs Nick Scott and Phillip Hopcraft said that they would be happy to distribute bottles to residents on Coffee Hall, Cllr Alan Williamson said he would do the same on Beanhill, Cllr Yvonne Tomlinson to be approached to cover Leadenhall, Cllr John Orr to cover Tinkers Bridge and Cllr Sue Luttmann to cover Netherfield.

Other estates will need to be covered by a Member.

The Chair advised Members to contact the Community Workers to ask if they can assist and not to visit households alone.

Members agreed that it was a worthwhile project to be involved with.

RESOLVED

That Woughton Community Council works in partnership with the Lions International to roll out the Message in a Bottle Project to vulnerable residents in the Woughton area.

Grant Aid

SD 48/17 Beanhill Action Group for £549.45 for a Christmas Meal for the over 55's at the Peartree Carvery:

After some discussion Members agreed to award grant aid of £275 to the Beanhill Action Group towards a Christmas Meal for the over 55's at the Peartree Carvery, with the stipulation that the grant aid monies should be spent on Beanhill residents, or residents in the Woughton Community Council area if all places have not been filled, and that this needs to be evidenced.

Members also felt that the Beanhill Action Group should approach their Community Councillors to see if they would be willing to give some of their ward monies towards any future events that they may hold.

RESOLVED

- 1. To award Beanhill Action Group £275 towards a Christmas Meal for the over 55's at the Peartree Carvery.**
- 2. That the grant aid monies should be spent on Beanhill residents, or residents in the Woughton Community Council area if all places have not been filled, and that this needs to be evidenced.**
- 3. That the Beanhill Action Group be advised to approach their Community Councillors to see if they would be willing to give some of their ward monies towards any future events that they may hold.**

SD 49/17 Update on the Health and Wellbeing event and the engagement breakfast:

The Chair informed the meeting that last week the Health and Wellbeing event and the engagement breakfast had taken place.

Various agencies had attended and similar events are planned to be held every three (3) months, the next being on the subject of housing.

If Members or anyone they know in their community wishes to volunteer at these events then they should contact the Community & Services Manager or the Chair for further details.

Outreach events are also being planned, if Members know of any voluntary groups who could get involved then please also let the Community & Services Manager know.

NOTED

SD 50/17 To update the committee following on from a recommendation by the Policy & Resources Committee (minute number PR 17/17 refers), that the Services Committee be asked to consider the introduction of small charges for youngsters using the Woughton Community Council Youth Clubs and for tool hire:

The Chair reported to the meeting that this agenda item was for information purposes only.

The Income Generation Group have looked at ideas for income generation and had come up with the suggestion of considering the introduction of small charges for youngsters using the Woughton Community Council Youth Clubs and for tool hire.

The Chair has asked the Youth Manager to write a report on income generation ideas.

Members of the Committee expressed concern about the proposals as they could potentially affect the most vulnerable children accessing the youth service.

The Environment Officer has also been asked to look in to the implications of a small charge for tool hire.

Cllr Orr suggested looking into sponsorship to cover costs for young people accessing the youth service, Cllr Scott said that the young people could be involved in trying to secure sponsorship.

NOTED

Date of next meeting:

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

THE CHAIR CLOSED THE MEETING AT 7:19PM

Chair _____ Date _____

Agenda Item: FC 83/17

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

Report on Activities of MKALC, BMKALC and NALC.

MAIN ISSUES AND CONSIDERATIONS:

MKALC

MKALC have their Annual General Meeting on 8th November. I have once again offered to be on their Executive Committee, and continue as a Member of the Parish Advisory Group. I was unable to attend the last Full Meeting of MKALC The Parish Advisory Group is developing a 'Devolution Framework Document

BMKALC

BMKALC have their Annual General meeting on 10th November. I am once again seeking election as the Associations Representative on the NALC Assembly (previously called Council).

I was able to report to their last meeting of the key issues affecting NALC and the sector (attached). Paul Harvey the Chair of BMKALC is standing down at the end of the year

NALC

NALC recently held their Annual Conference and Annual Meeting in MK (at Stadium MK) Attended by over 300 delegates this was generally very successful. 5 Members and 2 Officers of the Council attended.

The Annual Meeting of the Assembly was held at the end of the Conference where I was elected to the Management Board of NALC and to their Larger Councils Committee.

NALC Larger Councils Conference takes place in London on December 13th.

I would recommend that we send 3 or 4 member delegates, and suggest to the Council Manager that 3 or 4 Officers may wish to attend including (if they are available) our New Council Manager and RFO

STAFFING IMPLICATIONS:

Non applicable.

OTHER IMPLICATIONS:

Non applicable.

BACKGROUND PAPERS:

Non applicable.

RECOMMENDATION(S):

To note the report.

AUTHOR

Cllr Kevin Wilson

Leader – Woughton Community Council

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

To report on the Bucks and Milton Keynes ALC Executive Committee October 18th, 2017.

MAIN ISSUES AND CONSIDERATIONS:

Report of activities of NALC and SERCAF

These reports have been brought together to save repetition. The most recent meeting of SERCAF in Oxfordshire attended by myself and the County Officer was primarily a review of ongoing and forthcoming NALC activities.

NALC AGM and Annual Conference

The AGM and Annual Conference of NALC is being held in Milton Keynes on October 30th and 31st. This now Annual event will also be a delegate conference with workshops and seminars, the STAR Awards dinner, National Council (now called Assembly) and meetings of the Policy Committee, Larger Councils Committee and Smaller Councils Committee.

Governance

As previously reported, NALCs new governance arrangements come into force from the Annual Meeting. As well as a change in name to Assembly, the former Executive Committee will now be a slimmed down Management Board with all Policy matters transferred to the equally slimmed down Policy Committee.

The Larger Councils and the Smaller Councils Committee remain unchanged for now whilst each of these committees conducts their own review during this forthcoming year. A Finance Committee will oversee NALC financial matters. One of the two Vice Chairs will now have specific responsibility for Finance

SERCAF spent some time debating elections to the Committees of NALC in order to ensure strong regional representation amongst the committees. I pointed out the importance of NALC fully representing all regions, all types of local councils and all political perspectives.

For information yours truly is standing for the Management Board and Chair of the Larger Councils Committee (as present). It is the newly named Assembly that

determines positions on committees, with some direct elections to the Larger and Smaller Councils Committee.

AON and BHIB

AON, a long time sponsor of NALC is ending its sector insurance role and has transferred its local council book to BHIB a Leicester based company who are working with NALC and are continuing the sponsorship of the sector. A recent meeting with them explored partnership opportunities and what Local Councils insurance needs and requirements are.

Council Tax Capping

The Government published its annual 'Technical' Consultation Paper on Local Government Financial Matters in September.

Members will recall that it was this document last year that proposed the capping (requirement to hold referendums) proposal for larger Parish and Town Councils last year which they were eventually forced to drop following a major campaign mounted by NALC.

The document this year was somewhat more mooted but no direct proposals were made. Instead a continuing challenge was issued as shown below

Council tax referendum principles for town and parish councils. 4.2.1
Last year, the Government issued a challenge to town and parish councils to demonstrate restraint when setting precept increases that are not a direct result of taking on additional responsibilities, and to make precept decisions more transparent to local tax-payers.

The continuation of this position in 2018-19 is contingent upon the Government receiving clear evidence of how the sector is responding to this challenge. The Government expects parishes, in setting their precepts, to consider all available options to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for particular purposes or for "invest to save" projects which will lower on-going revenue costs.

Any revised proposals will be set out at the time of the provisional local government finance settlement later in the year.

The Provisional Finance Settlement will not be until December after the budget on November 22nd.

There are in fact three challenges here for Parish and Town Councils. Firstly to demonstrate that we are effectively consulting, secondly that our decision making is truly transparent (far too few people are aware of Parish and Town Councils decisions until they receive the Council Tax bill) and thirdly that Councils make

efforts to maximise alternative sources of revenue including use of reserves. It is considered best practice for Councils to justify the holding of reserves especially if they are significant. Nationally Town and Parish Councils now precept £500million with several issuing precepts as high as over £300 Band D (the average remains below £70)

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

None.

RECOMMENDATION(S):

To note the report.

AUTHOR

Cllr Kevin Wilson

Leader – Woughton Community Council

Agenda Item: FC 84/17

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

To report on the outcome of the Neighbourhood Plan Referendum.

MAIN ISSUES AND CONSIDERATIONS:

The Referendum for the Neighbourhood Plan was held on Thursday 19th October.

The results as announced by the Returning Officer were as follows:

Voting in Favour **988**

Voting Against **147**

Spoilt papers **6**

Turnout **13.44%**

This 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.

STAFFING IMPLICATIONS:

None perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

RECOMMENDATION(S):

To note the report.

AUTHOR

Cllr Kevin Wilson

Leader of Woughton Community Council

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

Lead Member Roles

Lead Member roles were agreed at the Annual Meeting in May. However, following a number of observations a few amendments are now proposed. The agreed procedure is that these are approved by Council on the recommendation of the Leader.

MAIN ISSUES AND CONSIDERATIONS:

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) To clarify arrangements for the line management of the Council Manager.

STAFFING IMPLICATIONS:

None perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

The amended lead member roles are appended to this report.

RECOMMENDATION(S):

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.

AUTHOR

Cllr Kevin Wilson

Leader Woughton Community Council

Agenda Item: 85/17 (Annex)

WOUGHTON COMMUNITY COUNCIL

Full Council

Lead Members 2017/18

It is the responsibility of the Leader of the Council to propose lead members each year.

Ideally this should be at the Annual Meeting of the Council though this is awkward in two respects. Firstly, the same meeting elects a Leader and secondly other positions which may link to lead roles are also not selected until the same evening.

Officers are asked to liaise closely with lead members as referenced in the policy on delegations.

Lead Member Recommendations relating to position

Leader of the Council

Budget, Press and Media. Corporate Strategy, Income Generation, External Relations (MKALC, BMKALC and NALC as well as MK Council and other organisations, Policy Development, Medium Term Financial Strategy, Landscaping, full Council Agendas (jointly with the Chair of the Council).

Chair of the Council

Constitutional Matters, Member and Officer Relationships, Standards. Neighbourhood Plan, Regeneration, Events (jointly with the Ambassador and where appropriate the Chair of the Services Committee, Full Council Agenda (jointly with the Leader of the Council).

Chair of the Services Committee

Youth Services, Environmental Services, Community Services, Advice Service, Grant Aid. Carnival, Woughton Cares, Liaison with Residents Associations and Community Groups.

Chair of the Operations Committee

HR Policies, Appraisals (policy relating to) Member and Officer Training and Development, Internal Communications, External Communications except Press and Media, Grievance and Disciplinary Procedures, ICT.

Chair of the Policy and Resources Committee

Policy Implementation, Capital programme, Voluntary Sector Liaison, Investments, Treasury Management. Internal and External Audit, Community Centres and Halls.

Chair of Accounts Sub Committee

Banking arrangements, Payments, Procurement, Bank Reconciliations, Insurances, Risk Register.

Ambassador

Civic Matters, Formal Representation of the Council at Civic Events and Functions. First Citizen, Events (Jointly with the Chair and where appropriate Chair of the Services Committee).

The Deputy Leader and Vice Chairs

Shall deputise for the above as appropriate except for the Chair of the Accounts Sub Committee where the Chair of P and R shall deputise and the Ambassador where the Chair of the Council shall deputise.

Line Management

It is the responsibility of the Council Manager to line manage those that report directly to him/her, and for them to line manage staff within their portfolio. This cascade system may be further delegated.

The arrangements for the Council Manager are as follows

Chair of the Council Appraisal, Disciplinary matters, Incremental Progression, Authorisation of Training, Agreement to leave arrangements etc. Formal Line Management of Council Manager.

Leader of the Council. To liaise with the Council Manager on all matters within the purview of the Leader (e.g. Finance, Strategy, Policy Development, Communications, External Liaison etc).

Agenda Item: 86/17

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

Appointment of Council Manager/Proper Officer and Responsible Financial Officer/Operations Manager.

This report recommends the appointments to these two positions as required by our constitution.

MAIN ISSUES AND CONSIDERATIONS:

Following the resignations of Kat Mottram as Council Manager and Abi Bassett as Responsible Financial Officer a recruitment exercise was commenced for these two positions. Prior to this the Operations Committee agreed Job Specifications for the two roles.

Shortlisting was agreed at a meeting of all Committee Chairs and Vice Chairs. An interview panel comprising the Leader of the Council, Chair of the Council and Chair of the Operations Committee was agreed.

Candidates shortlisted were invited to meet the staff and (separately) members of the Council on Thursday 19th October and interviews were held on the 24th and 25th October (one candidate was interviewed on a separate date due to his unavailability on these two dates).

STAFFING IMPLICATIONS:

None perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

RECOMMENDATION(S):

The interview Panel are recommending to Council the appointment of the following:

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

AUTHOR

Clr Kevin Wilson

Leader Woughton Community Council

The Council notes that the previous Council Manager (Kat Mottram) has now left the organisation by mutual consent. We should thank her for her service to the Council over many years in a number of roles.

Our new Council Manager will not commence in post until 1st January 2018. In the meantime we are left without the ability to take delegated decisions. Whilst this may have been plausible for 2 or 3 weeks, it is not so for what is now 7 or 8 weeks.

It is therefore recommended that

'The Services Manager (Julia Bandy) be authorised to make any delegated decisions that the Council Manager is authorised to make in the period up to December 31st 2017 and that this be recognised with a temporary increase in salary band by one band on the nationally agreed salary scale for the period'

Kevin Wilson

Leader

WCC

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

We need to agree a draft budget at this meeting for the next financial year commencing in April 2018 and to consult on that draft prior to a final decision on the budget and precept in January.

MAIN ISSUES AND CONSIDERATIONS:

It is good practice when compiling budgets to look not just at the forthcoming year on which formal decisions are required in January but at a Medium Term Plan covering at least three years and the estimates have been prepared on that basis.

We have been consulting already on service priorities and an appendix to this report is attached outlining the consultation replies received to date.

The proposals in this paper have been compiled by the Leader of the Council, following earlier discussions at the September Meeting of the Council and the October Meeting of the Policy and Resources Committee.

The comments of the Interim Responsible Financial Officer are appended in a separate report.

It should be stated at the outset that there are a significant number of uncertainties remaining, some of which will become clearer in the next two months, but others may remain outstanding beyond the date of our formal decision making date.

Some other uncertainties have been resolved or become clearer in the immediate past few weeks since the last Full Council Meeting.

The Following is worthy of note in this regard.

Capping

Although not certain the Local Government Finance Technical Consultation Paper issued in September by the government appears to make it very unlikely that we (or any other Parish Council) will be affected by Council Tax capping next year, though future years remains uncertain.

Landscape Depot

Our lease on the landscape Depot expires in December. We have identified a suitable Depot in Fishermead, in the ownership of Milton Keynes Council and following discussions we are extremely hopeful that we will be able to acquire this building rent free.

Some work is required to the building, but this is almost certain to be less than the lease costs of the Wymbush Depot.

The figures have assumed this is a neutral effect so is prudent in that regard. It is possible that the works required can in fact be completed in this current financial year without additional finance.

There is also a small saving in transport costs and a significant saving in time for the operatives each day.

Landscape Grant

At the September Meeting there remained some doubt as to the level of Grant Milton Keynes Council would offer us for landscaping. We had previously resolved that a loss of more than £15,000 would likely cause us to hand the contract back.

We therefore offered a reduction of £15,000 in 2018/2019 and £20,000 in 2019/2020 and thereafter.

This has as good as been agreed, subject to final formalities. Alongside the savings related to the Depot this should enable us to continue providing the landscape service without any significant subsidy and probably none at all.

Council Tax Base

Our Council Tax base (defined as a product of a £1 Band D tax) has not yet been notified. It is an estimate that Milton Keynes Council make, and once made the precept totals are based on the estimates whether they prove to be accurate or not. We will receive this information by the end of November/beginning of December.

It is possible that there will be a small increase in the Council Tax base which will assist, partly due to a few extra properties coming on stream, but more significantly as a result of fewer benefit claimants.

However, to some extent any gain in the CT base could have an equal negative effect on the LCTS grant received as this is designed to cover in part the losses arising as a consequence of those on benefit.

LCTS Grant

We will not know the level of the LCTS grant until later in this calendar year or even the beginning of next. The total level across Milton Keynes has been protected, but the distribution amongst parishes may change as a consequence of data changes. The key issue for us is whether the data used is updated to last year's precept level, it is believed that this is likely. This would be to our advantage as it would look at the loss of income on a significantly higher precept than the year before (because we increased our precept by 15% last year).

As a consequence, an assumption has been made that the grant will increase from £137,000 to £145,000. However, for the years following the scheme is unknown and overall reductions are likely.

Some reductions have been assumed in years 2 and 3 but the assumptions may prove to be wrong potentially significantly so and potentially in an adverse way.

Discussions with the Leader of the Milton Keynes Council have commenced and we are enlisting the support of other Parish Councils with a similar high dependency on LCTS grants including Campbell Park Parish Council.

Wage increases

Woughton Community Council applies nationally negotiated wage levels and increases. There is a huge uncertainty as to what level of wage increase will be awarded for the following year and further years. For the past few years it has been easier to assume (and prove accurate) that the annual wage increase was 1% equivalent to the government imposed cap on public sector pay.

The assumption built into the budget is for 2% increases in each of the next 3 years, but this will not be known until much later in the year. It is quite common for final settlements to be agreed in the summer or even later and then backdated to April. Every additional 1% would add approximately £5,500 to the estimates.

Staff Salaries and other related costs

It isn't just the wage increase that's uncertain. Our recent high turnover of staff provides costs and benefits. Whenever vacancies occur for a period significant savings are made. However, recruitment costs need to be factored in. Moreover, the salary levels of newly recruited staff can only be estimated.

It is normal for new employees to be offered a salary at the bottom of the advertised band with annual increments through the band, but appointment panels can determine a different starting point within the band.

Significantly we are recruiting currently for the Council Manager and RFO and therefore this is an uncertain element.

It is likely though that we will know by the time of this meeting when the post holders will likely to be confirmed. No vacancy assumption has been applied to the budget and this may provide some level of comfort, and incremental increases have been applied in the budget to all staff currently employed by the Council. Increased pension contributions notified to us by Buckinghamshire County Council who administer the pension fund have been applied. We are currently looking at payroll costs to see if better value for money can be procured.

Business Rates

We have not yet been notified of the level of Business Rates for our new Hub. Once received these will be payable backdated to January 1st of this year.

An estimate has been included but we have little certainty as to whether this is an excessive provision or whether the actual bill will be significantly higher. Once we receive the estimate we may decide to appeal, but the appeal process is lengthy (potentially months or even years).

Member Allowances

No increase in Member allowances have been identified in the budget, but this is subject to an annual decision at the Annual Council Meeting each May.

Ward (Councillor) Funds

These are shown in the budget as continuing at £200 per member (Total £3,800).

All other estimates are based on our best understanding of the likely costs, but many of these are subject to unknown changes such as utilities, stationery, fuel etc. In other cases (e.g. Carnival subsidy, grant aid the amounts have been frozen from previous years).

2017/2018

Many of the factors above impact not only on the 2018/2019 budget but also to the current year, and whilst the draft budget assumes a slight betterment on the year end outturn figures (largely because of staff vacancies) more work is needed on this before January.

The loss in September of our previous RFO, the appointment of Brian Barton as an interim RFO (only in post 3 weeks at the time of writing) and the imminent appointment of a permanent RFO but with an as yet uncertain starting date makes for less than accurate year end estimates.

In addition, we are a little behind in terms of inputting data on the accounts system (we have engaged a part time finance assistant to help). More work is needed to fully understand and get a more reliable estimate of our year end outturn. It is hoped that this will be available in January.

Proposals and Recommendations

Members will have been persuaded by the above of the uncertainties that remain in compiling a budget for next year and even more so by the Medium Term Financial Plan and may need to be prepared for some fresh thinking in January.

That said we need a draft budget to consult upon based on the best available information.

The proposals shown in the accompanying spreadsheet are the best available estimates, with all completely discretionary levels (e.g. Grant Aid Budget, Carnival Subsidy, Events, Project Budgets, Member Allowances etc) at the same level as last year with the following exceptions.

- a) An increase in the Member and Officer Training Budget from £5,000 to £10,000 per annum in response to identified needs.
- b) A Further increase in the Budget for Woughton Cares by £10,000 which would if approved be available for either projects or staffing or a combination of both (with the Services Committee determining).
- c) Some additional flexibility within the staffing budget with an eye to ensuring that we can meet communications, reception and finance administration needs. It is though too early to speculate how and whether some or all of this will be required and if so exactly how.

The proposals also indicate an increase in the precept of 6.4%. This is slightly higher than shown in the papers in September (when 6% was assumed).

The slightly higher recommendation is a reflection of some of the uncertainties and the need to maintain balances at a reasonable safe level.

A 6.4% increase raises the Band D Tax from £190.29p to £202.47p per annum.

This is an increase of £12.18p a year. At a weekly level, this is 23p per week.

A more typical Band A house with two adults and not on benefits would see an increase of 15p per week.

STAFFING IMPLICATIONS:

No additional implications perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

RECOMMENDATION(S):

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 December 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.

AUTHOR

Cllr Kevin Wilson
Leader Woughton Community Council

WOUGHTON COMMUNITY COUNCIL

Full Council

Additional Recommendations on Budget

Issues

1. The Budget papers make reference to the fact that we behind in terms of inputting data on the accounts system and stated that 'more time is needed to fully understand and get a more reliable estimate of our year end outturn. The report goes on to say that 'It is hoped that this will be available in January' It has since become apparent that a great deal of work is needed to achieve this objective and that the volume of work required is significant and probably beyond the resource we have made available so far of a part time 8 hours (increasing to 10 hours) temporary Finance Assistant. An internal audit is due as well during November and whilst this can be rescheduled to some degree this is not good practice. Having full and accurate information in advance of our January formal budget setting meeting is vital, and in the meantime budget holders need to know the profile of their budget spend to date to enable them to plan for the rest of the year.
2. The Policy and Resources Committee approved a number of issues relating to Income Generation. Some of these involved spending commitments, but all of which were designed to achieve additional income. These have not been included in the budget estimates. Given the fact that we have just appointed a new Council Manager and RFO it is considered prudent that these proposals should sit on the table until the new Manager and RFO have had an opportunity to comment and consider carefully with the income generation group
3. One of the budget lines is entitled Administration and Sundries. The use of the word sundries is in hindsight not conducive to good budgeting as it could imply anything. It is suggested that the phrase be deleted and the title of this budget line be changed to Administration

Recommendations arising from the above

1. **That the Council Manager be given delegated authority to incur additional expenditure to bring the accounts system up to date and to commission training and support in the use of the system as appropriate subject to a maximum spend of virements from the staffing budgets for the Council Manager and RFO posts that remain available and up to a further £10,000.**

2. That the proposals from the income generation group approved by the Policy and Resources Committee be further considered at the February Meeting of the Policy and Resources Committee and/or the March Meeting of the Full Council and not play a part in the budget/precept process for 2018/19.
3. That the expenditure item headed Administration and Sundries be changed to Administration.
4. That the Accounts Sub Committee be asked to consider appropriate budget headings for future years and to make recommendations to the Policy and Resources Committee.

Kevin Wilson
Leader

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 only recently acted up in to the post, and is therefore familiarising himself at present with all the current procedures and processes, and is still trying to obtain a fuller picture of the current 2017/2018 budget situation, so as to then be in a position to comment on the robustness of the proposed 2018/2019 draft budget, and any potential implications that need to be taken into account in certain proposed budget areas including the level and use of reserves.

The interim Responsible Financial Officer (RFO) notes the increase in the Local Council Support and Landscaping Grant from Milton Keynes Council which is a very positive outcome for Woughton Community Council.

STAFFING IMPLICATIONS:

Further work will be needed as to the staffing budget due to the various personnel changes including existing members of staff acting up in to roles and new starters, hopefully this will be clearer by December ready for the January 2018 Full Council meeting.

OTHER IMPLICATIONS:

There a number of budget areas that will need still further work on, at this stage in the budget setting process.

A more clearer picture will hopefully be obtained by the time of the December Full Council meeting for the Interim Responsible Financial Officer (RFO) to be able to give you a more in depth report on the proposed 2018/2019 draft budget.

The Interim Responsible Financial Officer (RFO) can only give at this stage a cautious backing of the 2018/2019 draft budget at this early stage in the budget setting process.

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

		2018/19 Tax increase 6.4%	2019/20 Tax Increase 6%	2020/21 Tax Increase 6%
Expenditure				
Affiliations		£2,500	£2,500	£2,500.00
Audit Fees		£4,000	£4,000	£4,000.00
Capital Loan Repayment		£24,078	£24,078	£24,078.00
Carnival		£6,000	£6,500	£6,500.00
Cllr Ward Initiatives Fund		£3,800	£3,800	£3,800.00
Dog & Litter Bin Costs		£6,000	£6,000	£6,500.00
Environment grant programme		£2,500	£2,500	£2,500.00
Events & Hospitality		£2,000	£2,000	£2,000.00
Grant Aid		£15,000	£15,000	£15,000.00
Insurance inc vans		£6,500	£7,000	£7,000.00
Landscaping Costs		£45,000	£45,000	£60,000.00
Meeting Places (Revenue)		£35,000	£35,000	£35,000.00
Member Allowances & Expenses		£15,500	£15,500	£16,000.00
Members IT		£1,000	£1,000	£1,000.00
Newsletter, Web site & External Communications		£9,000	£9,000	£9,000.00
Office Accommodation		£33,000	£33,000	£33,000.00
Administration & Sundry Costs		£12,000	£12,000	£12,000.00
Replacement programme		£2,000	£2,000	£2,500.00
Community Projects and Service Initiatives		£42,000	£42,000	£42,000.00
Training & Developmet Conferences		£10,000	£12,000	£15,000.00
Staffing Costs		£530,000	£550,000	£570,000.00
Additional Commitment to Woughton Cares		£10,000	£15,000	£20,000.00
Expenditure Total		£816,878	£844,878	£879,378.00
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	£25,000	£25,000
Landscape Grant		£151,900	£146,900	£146,900
Precept		£474,049	£502,498	£532,653
Sponsorship and Advertising		£0	£0	£0
Sundry Income		£0	£0	£0
Additional Income Generation		£20,000	£30,000	£40,000
Income total		£824,409	£835,896	£866,053
Profit/Loss during Year		£7,531	-£8,982	-£13,325
Balances Brought Forward		£215,000	£222,531	£213,549
Balances Carried Forward		£222,531	£213,549	£200,224
Precept		£202.47	£214.62	£227.50
Council Tax Base		£2,341.33	£2,341.33	£2,341.33

Agenda Item: FC 88/17

WOUGHTON COMMUNITY COUNCIL

Full Council

PURPOSE OF REPORT:

To note the comments of the External Auditor (Mazars) report for the 2016/2017 accounts.

MAIN ISSUES AND CONSIDERATIONS:

Mazars the External Auditor has made the comment in their report about the timing error at section 2 of the Annual Return relating to staffing costs and the implications to the 2015/2016 closing balances and 2016/2017 opening balances.

The full qualification has meant that the Annual Return has not been prepared in accordance with proper practises.

The External Auditor's reported is appended to this report.

STAFFING IMPLICATIONS:

None perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

The 2016/2017 External Auditor's (Mazars) report.

RECOMMENDATION(S):

To note the report.

AUTHOR

Brian Barton

Temporary Responsible Financial Officer

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

Woughton Community Council

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor's report

Except for the matters reported below on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

The Council has declined to correct a timing error at Section 2 of the Annual Return relating to staff costs, which would impact on the 2015/16 closing balance and 16/17 opening balance but leave the 2016/17 closing balance unchanged. Staff costs in 2015/16 were understated by £90,018 but 2016/17 staff costs were overstated by the same amount. Accordingly the Annual Return has not been prepared in accordance with proper practices. In 2017/18 the Council should ensure that the Annual Return is accurate and complete.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

3. 2016/17 External auditor certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017

External auditor signature:

Mazars

External auditor name:

Mazars LLP, Durham, DH1 5TS

Date:

11 October 2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN02. The AGN is available from the NAO website (www.nao.org.uk)