

AGENDA ITEM: FC 53/19

Operations Committee

Minutes of the meeting held on Monday 5th November 2018, 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), Donna Fuller, Sue Luttmann, Archibald Prempeh, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson.

Also present: Steve McNay (Council Manager), Brian Barton (Committee & Member Services Officer).

In attendance: Cllr John Orr, Cllr Kevin Wilson.

OC 37/18 Apologies:

Received from Cllrs Phillip Hopcraft (unwell), Pauline Prop (personal), Geoff Woolmore (Beanhill Action Group meeting).

AGREED

OC 38/18 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 39/18 Chairs Announcements:

The Chair informed the meeting that the remembrance service will be held at the Coffee Hall Memorial outside Christ the Vine Church on Friday 9th November 2019.

The Festival at the gurdwara on Leadenhall will take place Wednesday 7th November 2018.

NOTED

OC 40/18 Questions from the public (Max. 10 minutes):

Cllr John Orr spoke on the regeneration process, the meeting felt that Woughton Community Council should have a position on this matter and to agree a policy at the January Operations Committee.

It was suggested that a regeneration committee working group is set up with membership comprising of representatives from Woughton Community Council, the local Residents Associations and other local representatives. The meeting felt that this proposal should be incorporated into the 2019/2020 Service Plan.

Cllr Orr requested that the Housing Strategy Plan and the Housing Revenue Account (HRA) consultations are considered at the next Full Council meeting with a view to making a submission to Milton Keynes Council.

RESOLVED

1. To agree a policy at the January Operations Committee meeting on regeneration.
2. That a regeneration committee working group is set up with membership comprising of representatives from Woughton Community Council, the local Residents Associations and other local representatives.
3. That this proposal should be incorporated into the 2019/2020 Service Plan.
4. To discuss the Housing Strategy Plan and the Housing Revenue Account (HRA) consultations at the next Full Council meeting with a view to making a submission to Milton Keynes Council.

OC 41/18 Minutes of the previous meeting:

The minutes of the meeting of the Operations Committee held on Monday 3rd September 2018 were **AGREED** as a true and correct record and signed by the Chair.

OC 42/18 To consider the office Christmas opening and closing times:

It was proposed to close the office from the afternoon of Friday 21st December 2018 and reopen on Wednesday 2nd January 2019.

The meeting asked that the appropriate emergency services contact numbers are uploaded on to Facebook, the website, and displayed on the reception door window.

RESOLVED

1. To close the office from the afternoon of Friday 21st December 2018, and to reopen on Wednesday 2nd January 2019.
2. That the appropriate emergency contact numbers are uploaded on to Facebook, the website, and displayed on the reception door window.

OC 43/18 To note the Councillor Induction Booklet:

The meeting was informed that some amendments have been already been enacted.

The Councillor Induction Booklet will be a useful tool for new Councillors, as elections will be taking place in May 2019.

Members were asked to contact the Council Manager or the Chair of the Operations Committee if they had any questions or comments about the booklet.

NOTED

OC 44/18 Budget update on training and conferences:

The budget is £10,000, with a spend so far of £3,550, therefore the available spend is £6,450.

NOTED

OC 45/18 To agree the delegates to attend the NALC's new Spring Conference 2019 at the Royal National Hotel, London on Monday 11 February 2019:

The meeting agreed that two (2) members of staff and two (2) Councillors should attend.

The names of the delegates will be confirmed at the next Full Council meeting.

Delegates attending any conference should provide a written report which will be tabled at a meeting of the Full Council.

RESOLVED

1. That two (2) members of staff and two (2) Councillors to attend the NALC's new Spring Conference 2019 at the Royal National Hotel, London on Monday 11 February 2019.
2. That at the next Full Council meeting to confirm the names of the delegates.
3. That delegates attending any conference should provide a written report to be tabled at a meeting of the Full Council.

OC 46/18 To discuss initial ideas regarding the Operations Committee Service plan for 2019/2020:

The following ideas were suggested for the 2019/2020 Operations Committee Service Plan:

- A full training programme for Members, Resident Associations and Community Groups.
- An Events Calendar.
- Grant Aid and Committee training.
- Agency partnership working.

Members are requested to contact the Council Manager with any other suggestions.

NOTED

OC 47/18 To approve an additional hours policy:

The policy was created to outline the process and to differentiate between additional hours, Time off in Lieu and irregular working guidelines.

RESOLVED

1. That the Committee agrees the policy.

OC 48/18 To update the committee regarding the staff handbook issued through Peninsula:

The committee was updated on the changes to the staff handbook issued through Peninsula.

RESOLVED

1. That the Committee notes the report.
2. That the committee agrees on the changes made in the revised Staff handbook.

OC 49/18 Public Bodies (Admission to Meetings) Act 1960:

That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following

business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Motion was moved by Cllr Thillai Visvendran and seconded by Cllr Donna Fuller.

OC 50/18 To decide whether to renew or cancel the contact with Peninsula:

The committee was informed that Peninsula must be given a one (1) full year's notice to end the contract. A decision must be made by Wednesday 23rd January 2019:

RESOLVED

1. That the committee notes the report.
2. That as of 23rd January 2019 to cancel the current contract with Peninsula.

OC 51/18 To decide on the IT Tender quotes on GDPR and to discuss a CRM package and why this is needed:

The committee was requested to decide on the IT Tender quotes on GDPR and to discuss a CRM package.

RESOLVED

1. That the Committee agrees to move forward with the recommended IT Provider.
2. To delegate to the RFO to manage the GDPR implementation.
3. That the committee discussed the CRM package.
4. To appoint Cloudy IT as the new provider.

Date of next meeting:

Monday 21st January 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

THE CHAIR CLOSED THE MEETING AT 7:08PM

Chair _____ Date _____

Accounts Sub Committee

Minutes of the meeting held on Wednesday 14th November 2018, 2:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

Present: Cllrs Yvonne Tomlinson (Chair), Sue Smith (Vice-Chair), Thillai Visvendran, Alan Williamson.

Also present: Steve McNay (Responsible Financial Officer / Operations Manager), Brian Barton (Committee & Member Services Officer), Chrispina Odunewu (Business Support Officer).

AC 27/18 Apologies:

Apologies received from Cllr Pauline Prop (unwell).

AGREED

AC 28/18 Declarations of Interest:

There were no declarations of interest.

NOTED

AC 29/18 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

AC 30/18 Chairs announcements:

There were no Chairs announcements.

NOTED

AC 31/18 Minutes of the previous meeting:

The minutes of the Accounts Sub Committee meeting held on Wednesday 19th September 2018 were **AGREED** and signed by the Chair as a true and correct record.

AC 32/18 To agree all financial transactions up to October 2018:

August and September accounts have been reconciled, the October bank reconciliation is nearly completed.

The Council Manager will investigate the energy costs for the meeting places as they seem too high.

RESOLVED

That the Council Manager to investigate the energy costs for the meeting places as they seem too high.

AC 33/18 Cheques for payment:

The following cheques were presented for the committee's approval:

Date	Cheque No	Payee	Amount	Reason
11.10.18	106764	Eaglestone Residents Association	£200.00	Cllr J Coventry Ward Allowance
11.10.18	106765	Eaglestone Residents Association	£200.00	Cllr A Prempeh Ward Allowance
16.10.18	106766	Grand Union Vineyard	£200.00	Cllr S Luttmann Ward Allowance
18.10.18	106767	Milton Keynes Christmas Day Party	£100.00	SD 53/18 Grant Aid
18.10.18	106768	Tinkers Bridge Residents Association	£343.00	SD 51/18 Grant Aid
18.10.18	106769	Coffee Hall Residents Association	£290.00	SD 52/18 Grant Aid
18.10.18	106770	Crafty Birds	£425.85	SD 39/18 Grant Aid
14.11.18	106771	Milton Keynes Academy	£200.00	Cllr T Visvendran Ward Allowance
14.11.18	106772	Tinkers Bridge Residents Association	£200.00	Cllr P Prop Ward Allowance
		TOTAL	£2185.85	

AGREED**AC 34/18 To sign off the quarter two (2) VAT Return:**

The paperwork and the accounting software needs to be integrated, the contractors Rialtas are dealing with this.

This agenda item will be deferred to the next Policy & Resources Committee meeting.

RESOLVED

To defer this agenda item to sign off the quarter two (2) VAT Return, to the next meeting of the Policy & Resources Committee.

Date of next meeting:

Wednesday 16th January 2019, 2:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 2:35PM

Chair _____ Date _____

Services Committee

Minutes of the meeting held on Monday 19th November 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Donna Coventry (Chair), Cllr Nick Scott (Vice-Chair), Sue Luttmann, John Orr, Archibald Prempeh (from 6:17pm), Sue Smith, Yvonne Tomlinson, Alan Williamson, Geoff Woolmore.

Also present: Steve McNay (Council Manager), Brian Barton (Committee & Member Services Officer).

SD 57/18 Apologies:

Received from Cllr Tina El-Shabrawy (Residents Association meeting).

AGREED

SD 58/18 Declarations of Interest:

There were no declarations of interest.

NOTED

SD 59/18 Questions from the public (maximum 10 minutes):

There were no questions from the public.

NOTED

SD 60/18 Chairs announcements:

The Chair informed the meeting about the following events:

- Saturday 1st December 2018 - Coffee Hall Residents Association Christmas Fayre.
- Saturday 15th December 2018 - Tinkers Bridge Residents Association Christmas Fayre.
- Tuesday 11th December 2018 - Residents Forum meeting.
- Friday 21st December 2018 - Office to close in the afternoon for the Christmas Holidays, to be followed by a Councillors and Staff get together.

NOTED

SD 61/18 Minutes of previous meetings:

The minutes of the Services Committee meeting held on Monday 15th October 2018 were **AGREED** and signed by the Chair as a true and correct record.

Grant Aid

There were no items for consideration.

Reports

SD 62/18 Update on the 2018/2019 Service Plan:

The Chair updated the meeting on the various items in the 2018/2019 Service Plan.

RESOLVED

That the committee notes the report.

SD 63/18 To agree the content for the 2019/2020 Service Plan:

Concern was expressed about the Landscaping Service tendering to undertake work for other Parish and Town Councils.

It was requested that Key Performance Indicators (KPI's) are included in the 2019/2020 Service Plan.

The meeting agreed that a waste strategy needs to be developed for the Woughton area for the Policy & Resources Committee to consider and approve.

RESOLVED

- 1. That the Committee considered the priorities for 2019/2020 Service Plan for the meeting of Monday 17th December 2018.**
- 2. That Key Performance Indicators (KPI's) are included in the 2019/2020 Service Plan.**
- 3. To develop a Waste Strategy for the Woughton area for the Policy & Resources Committee to consider and approve.**

SD 64/18 Update on the Residents Association Concordat:

The meeting felt that there should be a generic document, rather than having a different concordat for each residents' association.

The meeting also agreed that the document should list all the recognised residents' associations in the Woughton area.

Any negotiations on the content of the concordat should be done via the residents' forum meeting.

RESOLVED

- 1. That the Committee notes the report.**
- 2. That the Committee delegates to the Council Manager, in conjunction with Cllrs involved, further work towards a final agreement.**
- 3. That the Council Manager updates the Committee further at the meeting of the Services Committee on Monday 17th December 2018.**

SD 65/18 To discuss issues relating to anti-social behaviour and residents not being able to get through to the 101 number to report incidents, and to formally agree to make representations to Thames Valley Police on the matter:

The Chair informed the meeting that residents have told her that they are not being able to get through to the 101 number to report incidents.

Thames Valley Police has indicated that they need to hear from residents so that information can be collated, and a case can be made for more allocation of resources.

The meeting agreed to write to Thames Valley Police about residents' concerns about not getting through to the 101 number to report an incident, to start a dialogue, and to collate from residents in the Woughton area their experiences using the 101 number.

RESOLVED

To write to Thames Valley Police about residents' concerns about not getting through to the 101 number to report an incident, to start a dialogue, and to collate from residents in the Woughton area their experiences using the 101 number.

Date of next meeting:

Monday 17th December 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:45PM

Chair _____ Date _____

Policy & Resources Committee

Minutes of the meeting held on Monday 3rd December 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Thillai Visvendran (Vice-Chair), Jordan Coventry, Donna Fuller, John Orr, Pauline Prop, Yvonne Tomlinson, Alan Williamson

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

PR 25/18 Apologies:

Received from Cllrs Nick Scott (holiday), Kevin Wilson (personal commitment), Pam Wilson (personal commitment).

NOTED

PR 26/18 Declarations of Interest:

There were no declarations of interest.

NOTED

PR 27/18 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

PR 28/18 Chairs announcements:

The Chair informed the meeting that the Tinkers Bridge Christmas party will be held on Saturday 15th December 2018.

The Thames Valley Police Forum will be held at the Tinkers Bridge Meeting Place on Wednesday 5th December 2018.

The Residents Forum will be held on Tuesday 4th December 2018.

The staff and Councillors Christmas get together will be held at the Woughton Community Council Hub 12:00pm on Friday 21st December 2018.

Cllr Donna Fuller said that she had a meeting earlier with representatives from the Safer Communities team, they were unaware about the issues concerning responses to the public when using the 101 number and would like Woughton Community Council to let them know of any incidents when this occurs.

The Safer Communities Team are undertaking a project on supporting victims of domestic violence in the community.

The Safer Communities Team are also undertaking a residents and company employees survey, which closes on Thursday 31st January 2019, and will shortly be undertaking a project on improving mental health services in the community.

The meeting felt that Woughton Community Council needs to work more in partnership with Milton Keynes Council on the issues raised at the meeting with the Safer Communities Team and which could be incorporated into the 2019/2020 Service Plan.

Cllr Jordan Coventry spoke about an incident where some residents on Eaglestone had challenged staff from the Milton Keynes Hospital who had parked in their street, and the Police had to be called as the situation had escalated, Cllr Coventry said that a solution needs to be found about parking in the Woughton area.

NOTED

PR 29/18 Minutes of previous meetings

The minutes of the Policy & Resources Committee held on Monday 1st October 2018 were **AGREED** as a true and correct record and signed by the Chair.

PR 30/18 Update on the draft 2019/2020 budget and consultation:

There have been five (5) responses so far on the budget consultation, a leaflet has now been delivered to all households in the Woughton area, Cllr John Orr expressed his concern that the consultation does not allow for residents to choose an option not to raise the precept, and that the survey appears to be encouraging residents to support an increase.

It is envisaged that in future budget consultations will be undertaken a lot earlier in the year, with a more comprehensive engagement with residents using a range of different strategies.

NOTED

PR 31/18 To sign off the quarter two (2) VAT Return:

Members expressed concern that Woughton Community Council pays business rates even though it is a local government organisation, it was proposed that representations should be made to HMRC.

RESOLVED

1. That the committee notes the report.
2. To sign off the quarter two (2) VAT Return.
3. To make representations to HMRC as to why Woughton Community Council pays business rates even though it is a local government organisation.

PR 32/18 To approve the October bank reconciliation:

The meeting queried the amount of the utility bills for each meeting place, Members requested that Milton Keynes Council should be approached to allow Woughton Community Council to source better utility providers.

It was suggested that a paper be presented to the next Accounts Sub Committee meeting and the next meeting of the Policy & Resources Committee meeting on the financial management of the meeting places.

RESOLVED

1. That the committee approves the October bank reconciliation.
2. That a paper is presented to the next Accounts Sub Committee meeting and the next meeting of the Policy & Resources Committee meeting on the financial management of the meeting places.

PR 33/18 Update on the Cripps Lodge site on Broadlands, Netherfield:

The Committee felt there should be no less than 50% or preferably a higher amount of the properties on this site being Council owned rental properties and allocated as a priority to residents living in the Woughton area.

Members also wanted to see a covenant place on each property that prevented them possibly being converted into houses in multiple occupation.

RESOLVED

1. That the Committee notes the report.
2. That the Committee believes that there should be no less than 50%, but preferably a higher amount of the properties on this site being Council owned rental properties.
3. That properties should be allocated on a priority basis to residents living in the Woughton area.
4. That the Committee believes that there should be a covenant on each property preventing a dwelling being converted into houses of multiple occupation.

PR 34/18 To update the committee on the future of Langland Community School, Netherfield and Moorlands Primary School, Beanhill:

Members said that they wanted both Schools kept open for the benefit of the children and parents of the Woughton area. The Council Manager will write to the Regional Schools Commissioner.

It was further proposed that a Member is appointed to lead on this matter and report back to council on a regular basis.

RESOLVED

1. That the Committee notes the report.
2. That Woughton Community Council to open discussions with the schools, Milton Keynes Council, the Regional Schools Commissioner and others to try and ensure a successful future for both of these primary schools each of which serves a recognised estate within the Woughton area.
3. To appoint a Member to be a lead on this matter and report back to council on a regular basis.

PR 35/18 Cheques for payment:

There were no cheques presented for payment.

NOTED

Date of next meeting:

Monday 4th February 2019, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:03PM

Chair _____ Date _____

DRAFT

Services Committee

Minutes of the meeting held on Monday 17th December 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Donna Coventry (Chair), Sue Smith, Yvonne Tomlinson, Alan Williamson, Geoff Woolmore.

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

SD 66/18 Apologies:

Received from Cllr Sue Luttmann (unwell).

AGREED

SD 67/18 Declarations of Interest:

There were no declarations of interest.

NOTED

SD 68/18 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

SD 69/18 Chairs announcements:

The committee was informed that it is likely that the refurbished youth service building on Jonathans, Coffee Hall, will be ready in January 2019.

The Staff and Councillors get together will be held on Friday 21st December 2018, 12:00pm at the Woughton Community Council Hub.

NOTED

SD 70/18 Minutes of previous meetings:

The minutes of the Services Committee meeting held on Monday 19th November 2018 were **AGREED** and signed by the Chair as a true and correct record.

Grant Aid

There were no items for consideration.

Reports

SD 71/18 To agree the content for the 2019/2020 Service Plan:

The following items were proposed to be added into the 2019/2020 Service Plan:

- To convene a Regeneration Working Group.
- To operate a uniform/clothes exchange.

RESOLVED

To add the following items into the 2019/2020 Service Plan:

1. **To convene a Regeneration Working Group.**
2. **To operate a uniform/clothes exchange.**

SD 72/18 Update on the Residents Association Concordat:

There have been ongoing discussions with the seven (7) local Resident Associations with regard to formalising an agreement between Woughton Community Council and the Resident Associations.

Following the most recent Resident Associations Forum held on Tuesday 11th December 2018, further alterations have been made to the agreement.

The agreement states that Woughton Community Council will provide financial and resource support to Resident Association's, helping to ensure that they are sufficiently funded, provided with professional support where appropriate, whilst maintaining their independence and unique qualities.

RESOLVED

1. **That the Committee notes the report.**
2. **That the Committee agrees to the agreement being actioned.**
3. **That the Committee agrees to the subsidy for Resident Associations to commence in April 2019.**

SD 73/18 To agree an Early Years Provision Policy for the Woughton Community Council area:

Following recent issues within the parish, including the closure of the pre-school at Eaglestone and the OFSTED reports for two (2) of the local primary schools stating that they are 'inadequate', Woughton Community Council tasked the Council Manager with developing a policy statement with regard to Early Years and Education.

The first draft version of the policy has been circulated. This provides an overview of the current provision, looks at the possible developments coming and offers an early thought on where Woughton Community Council may choose to state their intentions.

The focus throughout is that Woughton Community Council is committed to education and early years provision within the parish, will support where appropriate, will lobby and campaign where felt useful and retains the option to provide direct services in certain circumstances.

The Committee asked the Council Manager to investigate what provision is available in the Parish, what is the take up and to identify the gaps where services are not being provided.

RESOLVED

1. **That the Committee notes the report.**
2. **That the Committee provides any comments or feedback to the Council Manager for any revision needed.**

3. That the Committee asks the Council Manager to investigate what provision is available in the Parish, what is the take up and to identify the gaps where services are not being provided.
4. That the final policy is provided to the Services Committee meeting to be held on Monday 28th January 2019 and, if agreed, then formally ratified at the Policy and Resources Committee to be held on Monday 4th February 2019.

SD 74/18 Associate Member on the CCIN Executive Oversight Committee:

Each member Council has one (1) vote. The Council Manager under delegated powers has voted on behalf of Woughton Community Council for Cllr Ken Dalton in consultation with Members of the Senior Leadership Team.

NOTED

Date of next meeting:

Monday 28th January 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:00PM

Chair _____ Date _____

Woughton Community Council

Internal Audit Report 2018-19: Interim

Adrian Shepherd-Roberts

For Auditing Solutions Ltd

Background

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

This report sets out the work undertaken in relation to the 2018-19 financial year to date, during our visit on 6th November 2018, together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

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

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

Overall Conclusion

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

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

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

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

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

- Ensured that the closing balances, as reported in the 2017-18 Annual Governance and Accountability Return have been correctly carried forward as the opening balances in the current financial year;
- Checked that a full and effective cost centre and nominal account code structure remains in place;
- Checked detail of transactions recorded on the combined cashbook for two bank accounts and the savings account to supporting bank statements for September 2018;
- Agreed detail of all inter-account transfers between the three bank accounts for the same sample month;
- Checked and agreed detail on the bank reconciliations on the combined cashbook as at 30th September 2018 noting that Councillors have been receiving and signing copies of monthly reconciliations.

Conclusions

We are pleased to report that no significant issues have been identified in this area to date. We will undertake further work at our final visit.

Review of Corporate Governance

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

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

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

Conclusions

We are pleased to report that no significant issues have been identified in this area to date. We have discussed the grant approval with the Community Manager acknowledging that the Council should identify the powers relied on for approval of grants and donations in order that members may effectively demonstrate their acknowledgement of compliance with extant legislation. We will undertake further work at our final visit.

Review of Expenditure

Our aim here is to ensure that: -

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

We have commenced our testing in this area, examining a sample of 24 payments processed in the year totalling £51,749 and equating to 27% of the year's non-pay related spending. Our sample has again been determined partly statistically and partly substantively to include all payments individually in excess of £3,000 plus every 40th non-pay related payment in the year in order to ensure compliance with the above criteria.

We have also examined the periodically prepared and submitted VAT return to HMRC to June 2018.

Conclusions

We are pleased to record that no significant issues have been identified in this area of review. We will undertake further work at our final visit.

Assessment and Management of Risk

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

- Noted that the Council's Operational Risk assessments and Financial Risk Register will be reviewed before the 2018-19 financial year end; and

- Obtained and examined the Council's current year insurance policy with Zurich to ensure that appropriate cover is in place and that members have reviewed its content and determined that cover in each area is appropriate to the Council's needs.

Conclusions

We are pleased to report that no issues warranting formal comment or recommendation have been identified in this area. We will undertake further work at our final visit.

Precept Determination and Budgetary Control

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

The Council will commence consideration of the 2019-20 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

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

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2019-20 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

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

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

- We have been advised that members will be reviewing the fees and charges for hire of the meeting rooms before the financial year end;
- We have examined the nominal ledger transaction reports for the current year's income in respect of the hall hires for the Coffee Hall, Tinkers Bridge, Eaglestone and Netherfield. We have noted that the income from these areas is well below

budget apart from the Coffee Hall income which is at 46.3% to September 2018; and

- We have reviewed the sales booking system which operates using RBS bespoke software linked to the Sales ledger. We noted in our previous report and again note that the records retained in the booking system and the Sales Ledger still reflect a high volume of outstanding invoices with circa £46k of receipts outstanding. We were unable to complete an effective analysis in this area due to the high volume of outstanding invoices dating back to September 2016. We have discussed this with the Community Manager and the Business Support Officer and a review of the processes involved in managing this area will be undertaken. Whilst we have not completed an effective review of the Sales Ledger the shortfall in income and the matching of receipts to the sales ledger is due to many of the receipts are being posted through the cash book.

Conclusions and recommendation

There is a significant shortfall in income shown against budget for the halls which has been affected by the mis-posting of income through the cash book and not through the sales ledger.

- RI. Council should review the methodology and operational use of the bookings system in conjunction with the sales ledger and consider the most effective method for reconciliation of the invoices to reduce the outstanding receipts.*

Petty Cash and “Debit & Fuel Cards”

We are required, as part of the annual Internal Audit Reporting process on the Annual Return, to indicate the soundness of controls in this area of the Council’s financial activities and note that the Petty cash is now being operated at both the Council office and the youth Centre.

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

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Salaries and Wages

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2018 in relation to employee percentage bandings.

We have reviewed the procedures in place for the assessment and calculation of salaries which are completed in house. Consequently, we have:

- Checked and agreed the gross payments for each of the Council's employees for September 2018 against the Council Manager's establishment record;
- Checked the computations for net pay, tax, NI contributions and superannuation deductions for the same sample month by reference to the relevant HMRC and Pension Fund contribution tables; and
- Verified the physical net payments to staff, together with payments to HMRC and the Pension Fund Administrators.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Investments and Loans

The Council has specific funds in investments, the "surplus" funds available being held in a Barclays Premium interest-bearing bank account and £200k in a CCLA deposit account

The Council have two PWLB loans We have as part of our above expenditure review checked the cash book entries to the PWLB statements and ensured that the capital and interest payments have been correctly reported in the accounts.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work at our final visit ensuring that the outstanding loan and deposit balances are correctly reported in the Annual Governance and Accountability Return.

Rec. No.	Recommendation	Response
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Review of Income

R1 Council should review the methodology and operational use of the bookings system in conjunction with the sales ledger and consider the most effective method for reconciliation of the invoices to reduce the outstanding receipts.

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To propose the budget for 2019/2020, with explanations of reasoning behind this.

RECOMMENDATION:

1. That the Council notes the report and attached budget proposal for 2019/2020 and the following two years.
2. That the council agrees to submit this budget proposal for consultation to local residents.

MAIN ISSUES AND CONSIDERATIONS:

The budget sheet attached is the proposed budget for 2019/2020, with two further years anticipated budget also included.

The budget sheet includes a number of new budget headings, reflecting a more transparent and easily understood way of reporting our income and expenditure. This includes a breakdown of staffing costs into service areas, clarity around the grant giving elements of the council, more detailed breakdown of HQ / organisational costs, youth service costs and landscaping costs (including details of building costs) and similar.

Expenditure:

Staffing costs:

These are now broken down into specific service areas and include a percentage of HQ based staff within them (e.g. 5% of Council Manager time is allocated to Advice, with the same to community, environment and youth, alongside 10% to landscaping (as directly managed). Community Centre staffing includes 50% of the Bookings and Reception Officer (reflecting the time taken with this) and an element of RFO time (again, reflecting the demands placed upon that officer in managing Community Centres) and similar across other service areas for Community Services Manager. A percentage of Safeguarding and Health and Safety Leads has been allocated to HQ staffing to reflect the time spent on these two areas. This new breakdown offers a more accurate reflection of the staffing costs for each area.

The previously considerable budget headings of 'Office Accommodation', 'Administration', 'Community Projects' and 'Landscape Costs' have been changed to provide greater clarity around what is included within these areas. These costs now detail building running costs (rates, utilities, etc.), vehicles, telecoms, IT costs and specific services budgets.

'Affiliations' has now been split into 'affiliations' and 'professional fees' to again provide greater clarity.

Member allowances and ward allowances remain unchanged.

Grant Aid has been separated into Resident Associations (the agreed £500 per association each year) and general Grant Aid. The previously used 'Environmental Grant Programme' has been included into the Grant Aid pot, but the Grant Aid programme will be changed to continue to promote environmental projects.

The 'Replacement Programme' budget line has been removed, as £2000 is insufficient and our current reserve levels are determined to ensure that essential repairs and replacements can be funded where necessary. Additional expenditure is included within specific services budgets where replacements and repairs are likely to occur.

A total of £60,000 has been allocated to support service plan delivery. This spending remains unclear at this time, as the Service Plan is still being developed, but reflects the needs identified through the recent consultation with residents; additional resource for estate improvements, consideration of play parks improvements, landscaping and environmental concerns and similar. This additional amount reflects the improved position in terms of our 'reserve' and increases to income, detailed below. The £60,000 is broken down into the previous £30,000 for services, with an additional £10,000 to reflect the focus on 'Woughton Cares' projects and £20,000 towards estate improvement works.

Income:

Whilst still to be confirmed, early indicators suggest that our increased council tax base and additional needs for LCTS mean that our base income increases by approximately £8,500 for council tax income and £1500 for LCTS – an overall increase of £11,000.

We have set challenging, but achievable targets for both community centre income and additional income through other sources (e.g. selling of services), providing a total of £80,000 income.

With changes to our longer terms investments, bank interest and investment income is expected to increase from £1500 to £5,000 next year.

Our Landscaping grant reduces by £5,000, but with efficiency savings and a focus on developing a four year plan, this does not have a negative impact on the overall Landscaping spend.

This budget suggests a 6.25% increase in precept, reflecting the increased costs of staffing (an additional £18,000 with incremental rises, cost of living increases and additional pension contribution costs), inflationary rises for many services and the additional demands on the council, reflecting the work to mitigate the impact of principle authority cuts to services.

Reserves:

The term 'reserves' in this paper is used to reflect money held in the bank that is not budgeted to be spent over the coming year.

At the end of 2017/18, we had cash and short term investments of £337,429. It is anticipated that this will increase by approximately £10,000 at the end of 2018/19 (based upon the budget reforecast of September 2018). This leaves a 'reserve' balance of approximately £350,000 (an increase of around 3%).

This equates to just over 4.5 months running costs (based upon £75,000 per month – our annual budget divided into twelve). Good governance suggests that we should aim to have between 3-6 months running costs as a reserve – this sits exactly in the middle of this.

With likely reductions in income over the coming years (LCTRS grant reductions, a static landscape grant whilst costs continue to increase, etc.), maintaining a healthy level of financial cushion is essential.

Forward Planning:

The attached sheet also includes projections for 2020/21 and 2021/22. These budgets are prepared with a number of unknowns and where possible, anticipating pitfalls. For example, a reduction in LCTRS grant (although this may be mitigated by the proposed Business Rates Retention scheme). This is mitigated by an anticipated increase in income from other sources (e.g. rental of community centres, additional 'trading' income).

The figures are based upon a 6% increase in precept income, a 4% increase in most costs (with the exception of those that are fixed – noted in red) and a 2% increase in staffing costs.

Overall

This budget proposal reflects a healthy balance between provision of much needed services and the need for prudent long term financial planning. It enables us to maintain current levels of both infrastructure and service delivery whilst also making provision for additional spending and resource for new initiatives. It shows both income and expenditure levels that are realistic and which, with careful and considered planning, may well provide a more positive outcome at the end of the next financial year. This includes investigations and considerations

with regard to consultations with Operations Committee with regard to our future staffing model, the potential for a 'Direct Service Organisation' and continued work from officers to investigate other income sources (including grants, alternative income generation strategies, etc..) to ensure the long term financial health of the council.

FINANCIAL IMPLICATIONS:

Detailed as above.

STAFFING IMPLICATIONS:

As noted, this budget enables us to continue with our current staffing model (maintaining all current staff, including those elements previously agreed, such as the mental health lead, business support officer and play rangers).

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

Budget proposal 2019/2020

AUTHOR

Steve McNay – Council Manager

Samone Winsborough - RFO

Woughton Community Council - Draft Budget 2019/20

	2018/19	2019/20 (0%)	2019/20 (6.25%)	2020/21	2021/22
EXPENDITURE					
Affiliations	£ 2,800.00	£ 2,800.00	£ 2,800.00	£ 2,912.00	£ 3,028.48
Professional Services	£ -	£ -	£ 2,400.00	£ 2,496.00	£ 2,595.84
Audit Fees	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,160.00	£ 4,326.40
Capital Loan Repayment	£ 24,078.00	£ 26,818.00	£ 26,818.00	£ 26,818.00	£ 26,818.00
Cemeterial	£ 6,000.00	£ 4,500.00	£ 4,500.00	£ 4,680.00	£ 4,867.20
City Ward Initiatives Fund	£ 3,800.00	£ 3,800.00	£ 3,800.00	£ 3,800.00	£ 3,800.00
Dog & Litter Bin Costs	£ 6,000.00	£ 7,000.00	£ 7,000.00	£ 7,280.00	£ 7,571.20
Environmental Grant Programme	£ 2,500.00	£ -	£ -	£ -	£ -
Events & Hospitality	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,080.00	£ 2,163.20
Grant Aid	£ 15,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00
Grant Aid - Res Associations	£ -	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00
Insurance Inc Vans	£ 6,500.00	£ 7,100.00	£ 7,100.00	£ 7,384.00	£ 7,679.36
Meeting Places (Cous)	£ 30,000.00	£ 35,000.00	£ 35,000.00	£ 36,400.00	£ 37,856.00
Member Allowances and Expenses	£ 15,500.00	£ 15,500.00	£ 15,500.00	£ 15,500.00	£ 15,500.00
Members IT	£ 1,000.00	£ 2,000.00	£ 2,000.00	£ 2,080.00	£ 2,163.20
Newsletters, Websites and Communications	£ 9,000.00	£ 9,540.00	£ 9,540.00	£ 9,921.60	£ 10,318.46
Replacement Programme	£ 2,000.00	£ -	£ -	£ -	£ -
Office Accommodation	£ 33,000.00	£ -	£ -	£ -	£ -
Administration	£ 12,000.00	£ -	£ -	£ -	£ -
HQ - Building Costs	£ -	£ 10,000.00	£ 10,000.00	£ 10,400.00	£ 10,816.00
Vehicles	£ -	£ 9,000.00	£ 9,000.00	£ 9,360.00	£ 9,734.40
Branding	£ -	£ 500.00	£ 500.00	£ 520.00	£ 540.80
Telecommunications and Broadband	£ -	£ 12,256.00	£ 12,256.00	£ 12,746.24	£ 13,256.09
Stationary and Amenities	£ -	£ 2,000.00	£ 2,000.00	£ 2,080.00	£ 2,163.20
IT	£ -	£ 22,758.00	£ 22,758.00	£ 23,668.32	£ 24,615.05
Organisational Costs Total	£ 175,178.00	£ 196,472.00	£ 196,472.00	£ 201,786.16	£ 207,312.89
					<i>Based on 4% increase (except those in red)</i>
HQ Staffing	£ -	£ 108,967.00	£ 108,967.00	£ 111,146.34	£ 113,369.27
Youth Staffing	£ -	£ 94,697.00	£ 94,697.00	£ 96,590.94	£ 98,522.76
Advice Staffing	£ -	£ 50,950.00	£ 50,950.00	£ 51,969.00	£ 53,008.38
Environment Staffing	£ -	£ 46,711.00	£ 46,711.00	£ 47,645.22	£ 48,598.12
Community Staffing	£ -	£ 64,157.00	£ 64,157.00	£ 65,440.14	£ 66,748.94
Landscape Staffing	£ -	£ 144,688.00	£ 144,688.00	£ 147,581.76	£ 150,533.40
Members Staffing	£ -	£ 21,416.00	£ 21,416.00	£ 21,844.32	£ 22,281.21
Meeting Places Staffing	£ -	£ 50,839.00	£ 50,839.00	£ 51,855.78	£ 52,892.90
Staffing Total	£ 550,000.00	£ 582,425.00	£ 582,425.00	£ 594,073.50	£ 605,954.97
					<i>Based on 2% increase in costs</i>
Community Project and Services Initiatives	£ 35,000.00	£ -	£ -	£ -	£ -
Landscape - Building costs	£ -	£ 4,800.00	£ 4,800.00	£ 4,992.00	£ 5,191.68
Landscape - Services Budget	£ 45,000.00	£ 25,000.00	£ 25,000.00	£ 26,000.00	£ 27,040.00
Youth - Building Costs	£ -	£ 4,200.00	£ 4,200.00	£ 4,368.00	£ 4,542.72
Youth - Services Budget	£ -	£ 5,000.00	£ 5,000.00	£ 5,200.00	£ 5,408.00
Advice - Services Budget	£ -	£ 1,000.00	£ 1,000.00	£ 1,040.00	£ 1,081.60

Environment - Services Budget	£	-	£	1,000.00	£	1,000.00	£	1,040.00	£	1,081.60
Community Development - Services Budget	£	-	£	2,000.00	£	2,000.00	£	2,080.00	£	2,163.20
Service Plan Delivery	£	-	£	60,000.00	£	60,000.00	£	62,400.00	£	64,896.00
Services Delivery Total	£	80,000.00	£	103,000.00	£	103,000.00	£	107,120.00	£	111,404.80
										<i>Based upon 4% increase</i>
Training, Development and Conferences	£	10,000.00	£	15,000.00	£	15,000.00	£	15,000.00	£	15,000.00
										<i>Static</i>
EXPENDITURE TOTAL	£	815,178.00	£	896,897.00	£	896,897.00	£	917,979.66	£	939,672.66

INCOME

Bank and Investment Interest	£	1,500.00	£	5,000.00	£	5,000.00	£	6,000.00	£	6,000.00
MKC LYRS Grant	£	151,960.00	£	153,419.00	£	153,419.00	£	120,000.00	£	80,000.00
Rate of Meeting Places	£	25,000.00	£	50,000.00	£	50,000.00	£	65,000.00	£	80,000.00
Landscape Grant	£	151,900.00	£	146,900.00	£	146,900.00	£	146,900.00	£	146,900.00
Precept	£	474,049.00	£	483,583.00	£	513,806.94	£	544,635.35	£	577,313.47
Additional Income Generation	£	20,000.00	£	30,000.00	£	30,000.00	£	50,000.00	£	55,000.00
Income Total	£	824,409.00	£	868,902.00	£	899,125.94	£	932,535.35	£	945,213.47
										<i>Assuming reduction Increase year on year Fixed 6% annual increase Increase year on year</i>
SURPLUS / DEFICIT	£	9,231.00	£	27,995.00	£	2,228.94	£	14,555.69	£	5,540.82
Reserves brought forward	£	337,429.00	£	346,660.00	£	346,660.00	£	348,888.94	£	363,444.63
Reserves carried over	£	346,660.00	£	318,665.00	£	348,888.94	£	363,444.63	£	368,985.45

Notes

The increase in precept is based upon increase in C/Tax base

The precept is based upon 6.25% increase on new C/Tax base

WOUGHTON COMMUNITY COUNCIL

FULL COUNCIL

Monday 14th January 2019

PURPOSE OF REPORT:

To provide overview of Budget Consultation Feedback.

RECOMMENDATION:

1. That the Council notes the report.
2. That the council includes this feedback in decision making about the budget for 2019/2020.

MAIN ISSUES AND CONSIDERATIONS:

The Woughton Community Council budget for 2019/2020 was proposed at Full Council on 12th November 2018 and agreed that this would go to consultation.

The budget proposed a 6.25% increase in precept (equivalent to approximately 16 pence per week for most residents of the parish), with the budget protecting all existing services, providing for the cost increases due to inflation, staffing costs and similar and providing an additional sum of £10,000 towards services that support local people and £20,000 for estate improvements, as requested by people through the priorities survey undertaken earlier in 2018.

The consultation opened on 23rd November 2018, with an online completion option, alongside delivery of a budget consultation leaflet delivered to every house during the first week of December 2018. In addition, two (2) 'drop in' sessions were held where local residents could come and discuss the proposals with Woughton Community Council Officers and Members.

A total of twenty - seven (27) responses were received (as of 8th January 2019).

The consultation asked four (4) questions and then provided the option of people providing additional feedback.

FINANCIAL IMPLICATIONS:

This paper provides information with regard to the public feedback regarding the budget. No financial implications directly from this but contributes to the overall decision with regard to the budget for the 2019/2020 financial year.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

Failure to consider this feedback would show a disregard for local views.

BACKGROUND PAPERS:

Budget Consultation Feedback Paper (attached).

AUTHOR

Steve McNay – Council Manager

Budget Consultation Feedback – 2019/2020

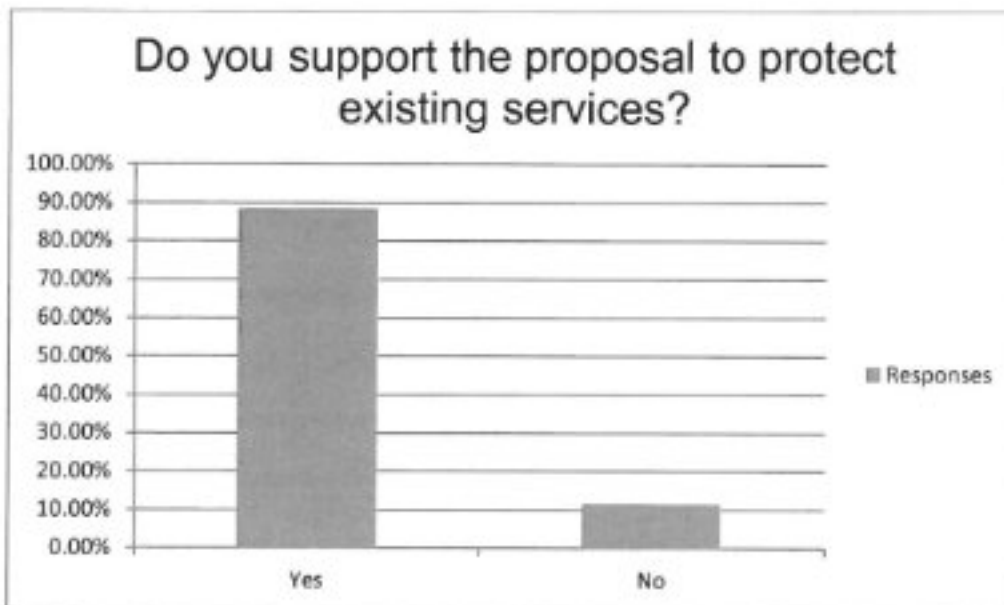
The Woughton Community Council budget for 2019/20 was proposed at Full Council on 12th November 2018 and agreed that this would go to consultation. The budget proposed a 6.25% increase in precept (equivalent to approximately 16 pence per week for most residents of the parish), with the budget protecting all existing services, providing for the cost increases due to inflation, staffing costs and similar and providing an additional sum of £10,000 towards services that support local people and £20,000 for estate improvements, as requested by people through the priorities survey undertaken earlier in 2018.

The consultation opened on 23rd November 2018, with an online completion option, alongside delivery of a budget consultation leaflet delivered to every house during the first week of December 2018. In addition, two 'drop in' sessions were held where local residents could come and discuss the proposals with WCC Officers and Members.

A total of 27 responses were received (as of 8th January 2019).

The consultation asked 4 questions and then provided the option of people providing additional feedback.

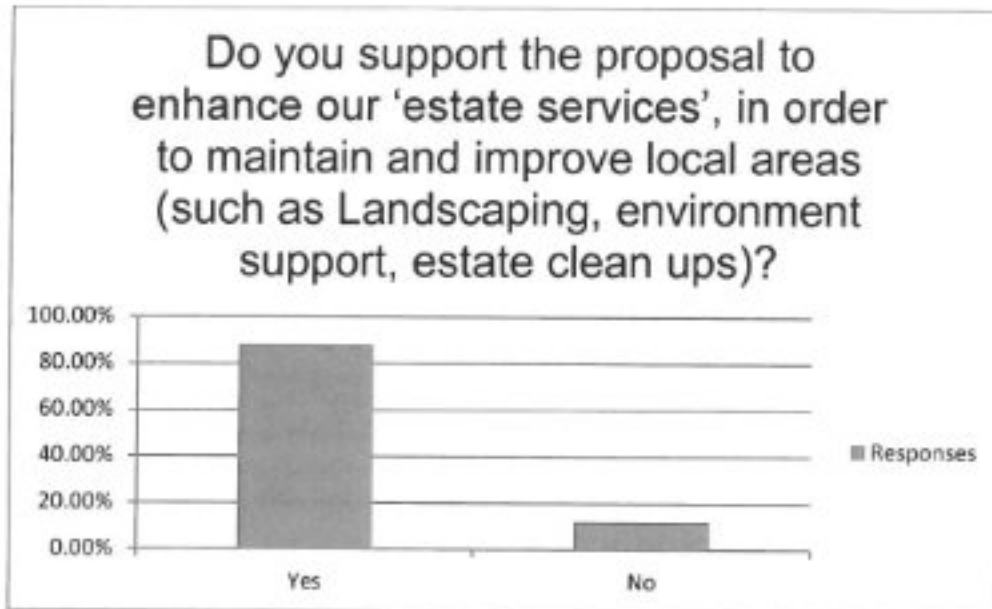
Question 1.



Respondents supported this proposal, with 23 respondents supporting, 3 respondents in opposition and one respondent declining to answer.

This suggests that protecting the services that WCC currently provides is supported by the majority and as such, continuing to provide these services should continue into 2019/20.

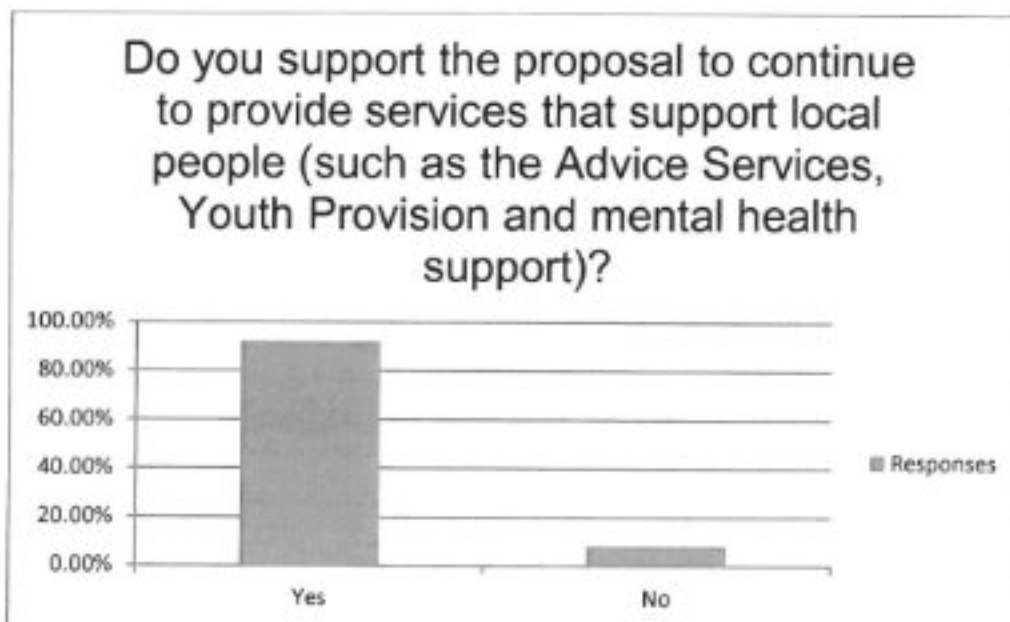
Question 2



Respondents supported this proposal, with 22 respondents supporting, 3 respondents in opposition and two respondents declining to answer.

This suggests that WCC should focus additional resources in providing 'estate services', focusing on environmental improvements and increasing our impact directly on estates.

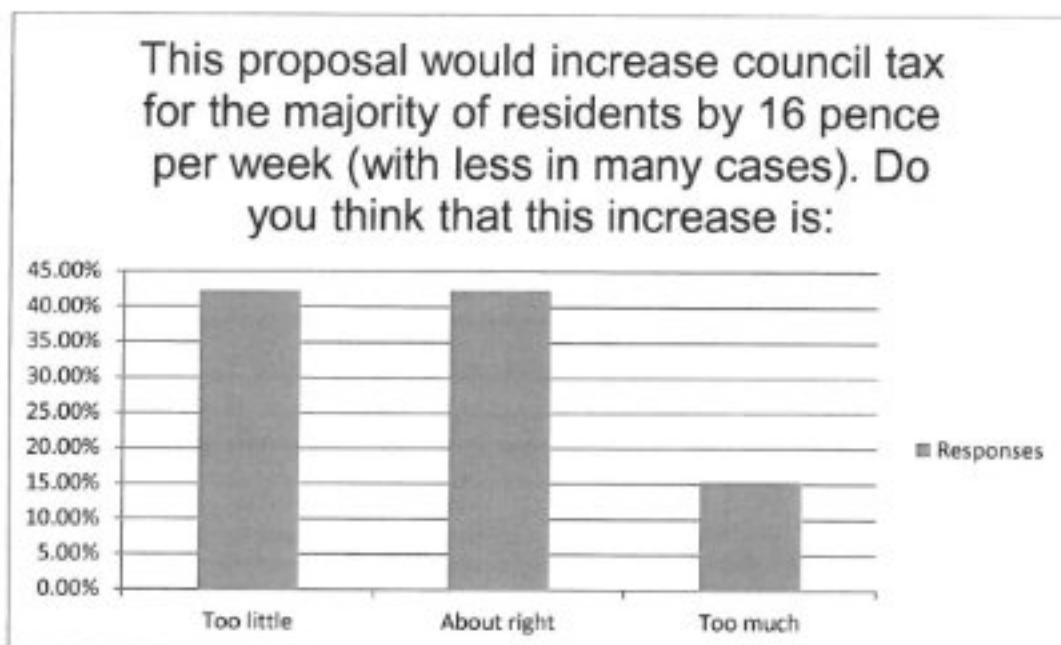
Question 3



Respondents supported this proposal, with 23 respondents supporting, 2 respondents in opposition and two respondents declining to answer.

This suggests that WCC should continue to focus resources in providing services to local people that support those most in need and that the additional resources identified within the proposal can enhance this provision.

Question 4



11 respondents felt too little. 11 felt it was about right and 4 felt too much – approximately 85% of respondents felt that the increase of 6.25% was either too little or about right. This suggests that the proposed increase is acceptable to the majority of local residents.

Question 5 - Are there any other comments you would like to make with regard to the proposed budget, priorities for the coming year or other aspects of the councils work?

This question provided the option of additional feedback from local people with regard to the activities and tax increase suggested by WCC. Respondents offered a range of responses which included elements that WCC has no responsibility for (rubbish, scrap cars, overgrown trees damaging the tarmac, housing insulation, car parking issues), but WCC continues to work with the principle authority to try and improve these issues.

Respondents also made suggestions with regard to delivery of services, with requests for changes to the landscaping service (reduction in chemical use, increase in leaving areas to 'meadow'), reductions in spending on affiliations, councillor allowances and IT services (savings being made where possible) and an increase in events requested utilising the 'events and hospitality' budget.

Comments were also made with regard to the fact that Woughton has the highest level of precept in MK, that whilst 16 pence per week is a small amount, it all adds up (at a time where other costs are also increasing) and a view that WCC asks for more but deliver less (although this comment focused on elements that WCC are not responsible for).

This feedback suggests that local people are eager to see WCC being as efficient as possible, making savings where there are savings to be made and to consider immediate AND longer term work around litter / waste, vermin proofing and additional CCTV provision.

Steve McNay
Council Manager.

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 14th January 2019

PURPOSE OF REPORT:

To agree the 2019/2020 budget, Precept and to note the RFO's comments on the level of reserves.

RECOMMENDATION:

1. That the Committee notes the report.
2. That the budget as circulated be approved with a total expenditure in 2019/20 of £896,897.00p.
3. That Woughton Community Council levy a precept in the sum of £513,806.94p.
4. To note that this represents an increase of 6.25% from the current year.
5. To agree the indicative budgets for 2020/2021 and 2021/2022 as circulated subject to further deliberation in due course.
6. To agree to the recommendation of the RFO to invest £100,000 of our current £200,000 investment in the CCLA deposit fund to the CCLA Property Fund.

Please Note: - That the Deposit fund currently holds an interest rate of 0.7621% (as at 08.01.19) and the Property fund holds a current rate of 4.21% interest (as at December 2017)

MAIN ISSUES AND CONSIDERATIONS:

The RFO agrees that the budget as circulated be approved with a total expenditure in 2019/2020 of £896,897.00p, and that Woughton Community Council levy a precept in the sum of £513,806.94p representing a 6.25% increase from the current year.

You will note significant amendments to the budget headings as used as a template in previous years, this is to eliminate any ambiguity and solidify our ability to code effectively thus ensuring that our monitoring reports will be exact and accurate moving forwards. This should also make bodies of work such as budget reviews easier to conclude due to the nature of reports we can utilise on RBS given the budget will be uploaded and coded against – which is something we have not had in previous years.

Capital Loan

Has been increased to ensure proper reflection of repayments for both loans.

Carnival

Has been altered to reflect partnership funding with Campbell Park Parish Council.

Dog bin & Litter costs

Has been altered (minimally) to cater for potential percentage increases in terms of inflation etc.

Grant Aid/Grant Aid Residents Associations

This is now reflected in two separate lines, to show monies ring fenced as per agreed for each residents' association (this has been deducted from the main Grant Aid pot).

Insurances

Has been increased to facilitate our new vehicles (electric vehicle and play rangers van).

Meeting places costs

You will see an increase based on the spend to date this financial year, in terms of standard running costs, maintenance etc. Taking into account we still have repairs and refurbishment to carry out next year.

Members IT

Slight increase to facilitate new IT Tender/Kit refresh and set up.

Newsletters, websites and communications

Slight increase to incorporate all published media (both paper and electronic)

Replacement programme

This budget line has been omitted and carried into 'Organisational Costs'

Organisational costs

This is an amalgamation of three previous budget heading lines; Office Accommodation, Administration and the replacement programme. We have suffered much difficulty in regards to coding this year, due to the ambiguity of these headings. Therefore we now see an increase of £11,514 to this budget heading. (This is further broken down into a multitude of sub headings with their own budget line which equates to total of £56,514 the total for Organisational costs) to include the following:

- **HQ – Running costs**
- **Vehicles**
- **Branding**
- **Telecommunications and Broadband**
- **Stationary and amenities**
- **I.T**

Staffing

Staffing has been cross examined to give relative figures on costs per department; for example Environment staff are split 40% community and 60% environment. RFO and Bookings officer are split into Head Quarters and into meeting places. This has been exercised for all staff to ensure we have a clear overview of departmental costs. You will again note sub headings of; HQ, Youth, Advice, Environment, Community, Landscape, Members staffing and Meeting place staffing.

Community Projects and Service initiatives

This budget line has been omitted and split into two budget lines; Services delivery and Service plan delivery.

Landscape costs

This budget line has been omitted and split into Landscape Service delivery, further broken down into two sub headings; Landscape running costs and Landscape service delivery.

Services Delivery

Services delivery allows us to monitor departmental running costs, this budget line has been exacted for Landscape, and Youth. Youth, advice, Environment and Community development have a 'Services budget' for the day to day service maintenance of running.

Service Plan Delivery/Landscape Service Delivery

These two budget lines sit separately but show the budget line for service plan rollout/general service delivery for the year.

Training, Development and Conferences

An additional £5000 has been allocated for staff development initiative.

Additional

You will also note, an additional £20,000 has been allocated for Estates initiative.

Reserves

The RFO is happy to agree the level of reserves held by the Council, although suggests splitting our current £200,000 investment in the CCLA deposit fund and transferring £100,000 into the CCLA property fund – for longer term investment, which currently holds an interest rate of 4.21% as opposed to our current investment which holds an interest rate of 0.7621%.

FINANCIAL IMPLICATIONS:

None Perceived.

STAFFING IMPLICATIONS:

RFO Time.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

Draft 2019/2020 budget.

AUTHOR

Samone Winsborough
RFO



Woughton Community Council Service

Agenda item: FC 59/19

Each year, Woughton Community Council sets its priorities for the coming year. This year, we have been able to get more public engagement than previously, with some clear themes identified and some very definite issues that the public would like to see us focus on in the coming year.

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
1	Woughton 'On The Road' – provision of a mobile space for the parish	To provide a vehicle (bus / trailer / similar) to enable WCC to provide a visible and useable presence in areas that are not served by a suitable community building, providing services and engagement.	<ul style="list-style-type: none"> a) Proposal agreed at Services (December 2018) b) Proposal agreed at Full Council (March 2019) c) Suitable vehicle bought, prepared, altered and branded, ready for use (End April 2019) d) Programme of activity in place, with staffing and outcomes identified (as part of proposal for Dec 18) 	<p>£15,000 – suitable vehicle, with alterations and branding</p> <p>Storage - TBC</p> <p>Staffing – within existing structures</p> <p>Insurance – via fleet / current insurance</p> <p>Repairs and maintenance - TBC</p>	<p>Council Manager</p> <p>Chair of Services</p>	<p>Services</p> <p>Project</p>
2	Community Growing and Gardens – Coffee Hall Allotment Site	To develop the identified allotment site to provide a range of growing options, community groups and parish needs (storage and plant nursery) in a sustainable way	<ul style="list-style-type: none"> a) Proposal developed with input from environment and landscape team (Nov 18), with priorities and staged development b) Big Lottery / other funding bid(s) developed and submitted (Jan 19) c) To include storage and potential for moving Landscape depot onto the new site 	<p>Suggested £10,000 budget for initial stages work if appropriate and to include any elements that would require additional funding</p>	<p>Landscape Manager / Environment Officer (North)</p> <p>Chair of Services</p>	<p>Services</p> <p>Project</p>



Woughton Community Council Service

3	Community Engagement	To undertake quality market research, focusing on provision of representative evaluation across all areas of our parish	<p>d) To include planting, solar, rain collection, etc.. taking sustainable approaches wherever possible</p> <p>e) Work to start once funding in place – aiming for April 2019</p> <p>f) If funding is not forthcoming for full project, re-evaluation and reduced provision.</p> <p>a) To clarify, through Operations (?) committee, the nature of the research (for 21st Jan meeting)</p> <p>b) To undertake a formal process to appoint external company (by Mar 19)</p> <p>c) Undertake agreed engagement (suggested combination of online, telephone, face-to-face and group approaches) over the course of 2019</p> <p>d) Both Youth and Pensioner panels to be included within this programme, alongside focus on BAMER communities</p>	Costs vary widely and will be dependent on the expectations of council. Rates start at £700 per day, £200 for an online survey or upwards of £5k for a full programme	Council Manager / Community Development Officer Chair of Operations	Operations Project
4	Ascot Railings replacement programme	To prepare, plan and cost a programme of ascot railings or similar, to reduce impact of inappropriate parking, dangerous use of green spaces and damage caused to infrastructure by vehicles driving over grassed spaces	<p>a) Assessment of current railings, noting damage and condition (Apr 19)</p> <p>b) Assessment of other areas currently being damaged by parking / vehicle access, with priority areas noted (May 19)</p> <p>c) Cost evaluation made for each area noted, in line with financial policy</p>	£5000 identified as a budget to work within, based upon the outcome of assessment, this may vary but £5000 maximum spend	Landscape Manager / Environment Officers Chair of Services	Services Project

5	Play Park programme and Open Space assessment	Following considerable feedback from residents, a planned and focused approach to open space and play park provision across the parish.	<p>(June 19)</p> <p>d) Utilisation of the Unpaid Work Team to install where appropriate, reducing costs (once work starts)</p> <p>e) Fully costed proposal to be taken to relevant committee for agreement (June 19) with work commencing over summer 2019, if agreed.</p> <p>a) Full evaluation and report into current Open Space and play park provision across the parish (April 19)</p> <p>b) Liaison with MKC with regard to their proposals for play parks over coming years, to get clarity about any investment / management from MKC side (as soon as possible)</p> <p>c) Costed proposals for provision of a range of play areas (small, medium, large), based on agreed equipment and installation</p> <p>d) Costed plan for maintenance of any open space that may be devolved (May 19)</p> <p>e) Discussions with MKC Planning with regard to potential space for park on Leadenhall (early 2019)</p> <p>f) Creation of 5 year plan for development of open spaces and play parks parish wide, with investment, funding bids, MKC contribution (!) and resident association buy in.</p>	No immediate cost, but likely to lead to significant investment in the longer term	Council Manager Chair of Policy and Resources	Policy and Resources Report and proposal
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6	<p>Community Led Housing Plan</p> <p>To explore potential for developing and delivering some community led housing initiatives within the parish, providing alternative housing options for local people.</p>	<p>a) Assess spaces on non-regeneration areas for potential sites that could be utilised, including continued liaison with MK College about possible space upon their relocation.</p> <p>b) Work with local residents to assess whether there is a local drive for this type of housing option and, if so, to create a steering group to take plans forward.</p> <p>c) Desktop research into similar schemes that could inform any work undertaken.</p> <p>d) Dependent on outcome of above, consideration of appointment of specialist consultant to explore and research more fully, creating a detailed plan for action(s).</p> <p>e) Build in to any proposal a range of supportive measures for local people, including training and apprenticeships, ongoing management, re-investment of rental / sales income for further schemes, local focus on provision (Woughton residents priority)</p>	<p>Officer time and then additional resource if and when a consultant is appointed. £5,000 is a ballpark figure, but there may be some funding available from external sources</p>	<p>Council Manager</p> <p>Chair of Policy and Resources</p>	<p>Policy and Resource</p> <p>Proposal and Report</p>
7	<p>Increase of tool library</p>	<p>To increase and improve the range of options offered through the tool library, including better publicity,</p>	<p>Set aside £2,000 maximum</p>	<p>Environment Officers</p>	<p>Project</p>



Woughton Community Council Service

			Chair of Services	Services
	wider range of borrowing options and potential for income generation	<p>washer, etc.) – consider an article in the Gazette plus online options for feedback</p> <p>b) Following feedback, cost up buying additional equipment that can be utilised within the ‘library’</p> <p>c) Develop new publicity so that local people are aware of the range of equipment on offer</p> <p>d) Improve booking regime, to include online booking options and, if appropriate, online payments</p> <p>e) Provide annual plan for replacements, renewals and repairs to maintain all equipment.</p>		
8	Woughton Business Forum To develop a forum for local businesses to promote Woughton as a place to work, bring collaborative approaches and build stronger relationships between companies and the council.	<p>a) Make contact with local businesses, including delivery of The Gazette to business premises, to begin relationship building</p> <p>b) Explore the appetite for a local business forum, through surveys, discussions and focus groups</p> <p>c) If demand is there, develop a programme of events over the year, to include focus on feedback from participants</p> <p>d) Review regularly, ensure participant</p>	<p>Officer time / venue hire only in the first instance.</p> <p>Potential for additional monies needs for hospitality and events in the future</p> <p>Council Manager / Community Development Officer</p> <p>Chair of Operations</p>	<p>Project</p> <p>Operations</p>

9	Resident Skills Development	To provide a range of opportunities for residents and local groups to develop new skills	feedback and respond accordingly.		
		<p>a) Develop a list of possible options for skills development, to include ideas already proposed for groups (e.g. committee skills, presentation skills, communication and engagement, first aid, food hygiene)</p> <p>b) Develop a list of possible options for individuals, to include ideas already proposed for individuals (e.g. cooking, budgeting, DIY skills)</p> <p>c) Work with Resident Associations and other local groups to identify priorities, liaise with MKC around what they may provide and create an annual calendar of events</p> <p>d) Provide online booking, alongside other methods, with clarity around any costs, failure to attend, etc. to maximise attendance and reduce</p>	<p>Approximately £300 per session (trainer, venue, refreshments, certification). Assume £2000 for annual delivery.</p>	<p>Community Services Manager Chair of Services</p>	<p>Project delivery Services</p>

			wasted spaces			
10	Long term planning	To develop a range of policy documents and an overarching agreement looking to the future of Woughton and long term aspirations.	<p>a) Consider the specific issues that need significant and longer term work (e.g. traffic and parking / transport generally, refresh of the Neighbourhood Plan, Regen)</p> <p>b) Consider the issues that we may want included within any long term strategy (e.g. council development, income, environment, housing)</p> <p>c) Delegate specific areas to specific councillors / officers to compile evidence, views and plans</p> <p>d) Create the 'Woughton 2030' plan, detailing the direction of travel for the council, setting priorities and aspirations for the coming decade.</p>	Officer and member time	Council Manager Senior Leadership Team	Policy and Report Policy and Resources

11	Waste, recycling and the environment	To engage local communities, develop a robust plan and action regular and consistent approaches to maintaining and improving the parish	<ul style="list-style-type: none"> a) Assessment of current provision, future expectations of MKC delivery and 'hotspots' for regular involvement b) Look at issues that fall outside current remit (e.g. painting of railings and bollards, weeding of pathways, leaf litter disposal) and consider taking on additional c) Engage and create estate based working groups, including businesses, local people, officers, councillors and others to provide regular and ongoing activity across the parish (including industrial estates) d) Focus on sustainable and independent groups, with support where necessary, reducing financial and officer demand 	Officer time.	Community Services Manager Chair of Services	Assessment, report, project delivery Services
12	Training and development	To ensure that officers and members are provided with regular, suitable opportunities for development, in line with organisational needs and identified areas of development, to build	<ul style="list-style-type: none"> a) Assess current needs, based upon appraisals and 1:1 sessions b) Look at the future needs of WCC and prioritise areas for development c) Identify suitable providers to offer sessions and opportunities d) Build expectation into JD's, to 	£15,000 budget	Operations Manager Chair of Operations	Delivery Operations



Woughton Community Council Service

		<p>capacity and quality.</p>	<p>promote access and involvement</p> <ul style="list-style-type: none"> e) Develop annual programme of training and development opportunities f) Include 'soft' outcomes, alongside accredited and qualification based options. g) Include annual 'awaydays' for councillors, for officers and for the whole team. 		
<p>13</p> <p>Hub Improvements</p>	<p>Improve the provision at The Hub offices, to offer suitable space, storage, equipment and environment for delivery of services, democracy and council functions</p>		<ul style="list-style-type: none"> a) Consider investment in making the Council Chamber fit for purpose, reflecting the importance of this space (i.e. flooring, tables / chairs, integrated sound and vision, storage). b) Additional storage, including cycle storage, to promote healthier travel and provide additional space for storage of various equipment. c) Labelling of storage areas to provide oversight and overview of equipment storage d) Full equipment audit, including IT, with replacement programme and capitalisation agreement for future budget planning (e.g. IT equipment 	<p>Costs of provision of new furniture, sound and vision at around £3000. If replacing the flooring too, an additional £1000 ish.</p> <p>Other elements are cost neutral or minimal costs.</p>	<p>Operations Manager</p> <p>Chair of Policy and Resources</p> <p>Project Delivery</p> <p>Policy and Resources</p>

			<p>costed over 3/4/5 years, etc.)</p>		
<p>14</p>	<p>Community Development Focus</p>	<p>To implement a programme of Community Development, incorporating a range of approaches and activities to promote increased community ownership and involvement</p>	<p>a) Working with new Community Development and Events officer to develop a programme of events focusing on community involvement and engagement (by Mar 19)</p> <p>b) To include elements discussed within Service Planning process, such as: Community Street parties, Woughton In Bloom, Good Neighbour Project.</p> <p>c) Work with other service leads to develop approaches that include community involvement in existing services (e.g. environment champions on each estate, landscape volunteers to support planting, mentors for mental health provision, etc.)</p> <p>d) To support development of RA's, new organisations and provide ongoing support to those already</p>	<p>No additional costs, other than those associated with regular events.</p>	<p>Community Development Officer / Community Services Manager</p> <p>Chair of Services</p> <p>Project development and delivery</p> <p>Services</p>

15	Events	<p>To build upon the successful events that have been held and develop additional elements and opportunities to increase engagement and meet local need</p>	<p>delivering</p> <p>e) Specific focus needed with regard to developing better links with schools, local companies, faith groups, etc. in line with other elements of this service plan.</p> <p>f) To include an annual training and development programme covering a range of suitable elements (e.g. committee skills, event planning, understanding finance, etc)</p>	<p>To be confirmed and agreed within existing and planned budgets</p>	<p>Community Development and Events Officer / Community Services Manager</p>	<p>Project delivery, events delivery, procedure and policy development</p> <p>Services</p>
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Woughton Community Council Service

			<p>hundred per estate upwards)</p> <p>d) Better linkage with other community groups to provide a more comprehensive calendar of events, reducing duplication and offering more through collaboration.</p>		
16	<p>Landscaping development</p>	<p>To build upon the very successful landscape provision, ensuring long term viability and sustainability with additional benefits to local people, other parishes and the city as a whole.</p>	<p>a) Work with parishes to develop robust plans for post devolution, identifying potential for additional work where possible</p> <p>b) Develop investment plan for equipment, based upon realistic life spans and consideration of new equipment that would increase efficiency (e.g. tractor based tools)</p> <p>c) Consider income generation options, such as bagging and selling of mulch, logs and similar</p> <p>d) Work with teams on item " above, to develop options for new 'depot' at Coffee Hall, reducing the costs to the service</p>	<p>Within existing budgets, but with an investment plan for future years</p>	<p>Landscape Manager</p> <p>Chair of Services</p> <p>Project Development and Policy Proposal</p> <p>Chair of Services</p>

17	Estate 'Caretakers'	To provide one day per week on each estate of dedicated 'caretaking' staff, addressing litter picking and general tidying of estates	Having costed this, probably prohibitive – for one day per estate plus half a day per industrial estate (e.g. 8 days delivery per week), costs are around £60k per year. However, potential for work to be undertaken to use fewer financial resources and build upon existing provision to improve overall outcomes.	To be confirmed once project parameters clarified.	Council Manager Chair of Services	Project proposal and delivery Services
18	Communications Officer	To provide a single resource for communications across the council, to include web, Gazette, press releases, branding, marketing and similar.	Potential for this to be a shared post with Campbell Park Parish Council in the longer term. Will not meet the deadline for inclusion in their budget planning for 2019/20. Given this, need to consider whether to include in the coming year.	Salary of around £25k (FTE) plus pension and on costs (so £35k FTE). Assuming half time post, salary costs of around £17k, plus additional costs for IT, etc. of £1000 per annum, plus management, etc..	Operations Manager Chair of Operations	Post proposal and delivery Operations

19	Communications	To improve our communications with residents and other local stakeholders, promoting our work and building better engagement.	To build upon the positive work already undertaken to increase and improve visibility of the council. Specific focus on building links with schools, faith groups, businesses, etc. in conjunction with other aspects of this service plan.	Within existing budgets	Operations Manager Chair of Operations	Delivery Operations
20	Policy and procedure	Building upon the work undertaken during the previous year, a review and rationalisation of all policy and procedure with access provided to all officers and members utilising the new IT system.	<ul style="list-style-type: none"> a) To audit all policy and procedure in existence across the organisation b) To review what is needed, what is no longer applicable and what needs updating / creating c) To build a 'policy on policies' document that details all policies, their review cycle, lead officer and calendars ratification at committee / full council d) To build in accessibility to all relevant policies within the development of the new Sharepoint IT system 	Within existing budgets	Operations Manager Chair of Operations	Policy development Operations

21	IT capacity and system development	To work with IT suppliers and support agencies to develop the new IT approach, including all aspects of internal systems, security and usability.	<p>a) To work with officers and members to develop our IT offer, ensuring all have access to relevant files, papers, policies and similar.</p> <p>b) To ensure compatibility across the IT system, with modern and high quality operating systems, software and security.</p> <p>c) To effectively manage any IT supplier to ensure responsive and robust responses to queries, issues and needs, as they are identified.</p> <p>d) To incorporate suitable record management system into IT offer</p>	Within agreed budget	<p>Operations Manager</p> <p>Chair of Operations</p>	<p>Project Delivery</p> <p>Operations</p>
22	Community Gym	To utilise agreed grant funding for the provision of a new building and community gym to the rear of No 95.	<p>Following the confirmation of a grant from Mick George, a plan has been created for delivery of a concrete base and 'garden room' type building, to provide a gym. This gym will be utilised by youth groups, but will also be opened to the local community at low cost. Plan includes working with local gyms to provide volunteer trainers, providing 'open' sessions (at a cost, but very low cost) and enable additional space within No95 to extend the studio, providing further potential for income</p>	Contribution of under £2k from WCC, to access £15k of funding in total.	<p>Youth Manager / Community Services Manager</p> <p>Chair of Services</p>	<p>Project Delivery</p> <p>Services</p>



Woughton Community Council Service

23	Parking and Transport	To develop a comprehensive plan covering parking and transport for the parish, identifying and addressing the priority issues, focusing on safety and resident satisfaction.		generation.			
24	Community / Estate Champions	To work with local residents to provide ongoing support and training to enable them to support other residents.		a)			



Woughton Community Council Service

25	Waste Management Strategy	To develop a comprehensive waste management strategy for the parish, focusing on reduction in fly-tipping, environmental improvements and more pleasant estates for all			
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This is Version 3 of the Service Plan.

Committees, members and officers are encouraged to contribute towards the plan, building on the priority feedback from residents and views on what the council should be doing over the coming year(s). Following this, additional items can be added, existing items can be removed / edited and then a second version will be presented to committees (Services, Policy and Resource and Operations) for further comment, prior to the final version being presented to Full Council on 14th January 2019. It is anticipated that the Service Plan will, at this point, be agreed in principle, alongside the budget for the coming financial year.

Following this meeting, any final aspects will be worked on to ensure that ALL committees, officers and members have had sufficient time to input into the plan and any further work will be undertaken and then final draft presented to council on 11th March 2019.

Agenda Item: FC 60/19

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 14th January 2019

PURPOSE OF REPORT:

Report on the Local Elections for 2019.

MAIN ISSUES AND CONSIDERATIONS:

This year the local elections will be held on Thursday 2nd May and there will be all out elections for Woughton Community Council.

Workshops for residents that are interested in becoming Councillors are planned and these will be held on the following dates and locations:

- Tuesday 15th January 2019 7:00pm - 8:00pm Coffee Hall Meeting Place
- Thursday 17th January 2019 7:00pm - 8:00pm Eaglestone Activity Centre
- Tuesday 22nd January 2019 7:00pm - 8:00pm Netherfield Meeting Place
- Tuesday 29th January 2019 7:00pm – 8:00pm Tinkers Bridge Meeting Place

Nomination forms will be available at the Woughton Community Council office as soon as possible (date to be confirmed), and the deadline for return of the nomination forms (to Milton Keynes Council) is 4:00pm Wednesday 3rd April 2019.

You can find more information on the electoral process from the following website:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

None.

RECOMMENDATION(S):

To note the report.

AUTHOR

Cllr Sue Smith

Chair of Woughton Community Council

Agenda Item: FC 61/19

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 14th January 2018

PURPOSE OF REPORT:

Regeneration strategy/policy.

MAIN ISSUES AND CONSIDERATIONS:

Following significant changes in Milton Keynes Councils Regeneration Policies and Structures it is considered appropriate that Woughton Community Council also revise its existing strategy on this matter which is almost two years old.

Recently Milton Keynes Council have announced that they wish to commence a big conversation with local residents in the identified regeneration area which includes four (4) of the estates in the Woughton Community Council area. In addition, RORE (Residents of Regeneration areas), who represent three (3) of the four (4) resident associations in the Woughton Community Council area are seeking empowerment for local communities in the regeneration process.

Attached is a suggested strategy/policy Woughton Community Council may wish to adopt. It is not meant to be detailed or prescriptive. That will be for local residents, but it would enable us to support and promote the interests of local residents.

STAFFING IMPLICATIONS:

None perceived.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

The draft regeneration strategy/policy.

RECOMMENDATION(S):

That the attached draft regeneration strategy/policy be adopted.

AUTHOR

Cllr Kevin Wilson - Leader of the Council

Woughton Community Council

January 2019

Proposed Revised Regeneration Policy

Estate improvement is vital to the Woughton area. Phased improvement is preferred to regeneration which can conjure up negative images and is often seen as being forced on unwilling communities.

Estate improvement must be led by and championed by local communities both at an estate level and often at a much more local level (e.g. street level), of course professional support and advocacy can greatly assist in this approach.

This approach does not mean that everyone's individual wishes can be catered for. There will be occasions when majority views will hold sway. Whenever there is a difference of opinion, where a majority view needs to be obtained this will be via a referendum, with every elector or those who would be eligible if the voting age were 16 shall be entitled to a single vote.

Woughton Community Council will support resident associations and local communities throughout the process. Woughton Community Council demands a strong say in discussions with them both.

Woughton Community Council will be active in ensuring that any improvement plans adhere to the policies in the approved Neighbourhood Plan adopted by Woughton Community Council residents. Amongst other matters this restricts building heights to three (3) storeys (and generally two (2) storeys), except in the close vicinity of local centres where four (4) storeys can be considered. It also acknowledged that there is open space that may be suitable for development but equally protects the most valuable open spaces on each estate.

As a general rule Woughton Community Council does not believe that demolition and rebuilding of existing properties is necessary or desirable and does not appear to be supported locally either. There may be the odd exception which is acceptable if this is the tested wish of local residents living in the affected street(s).

However improvements to existing social and council housing is vital. Many of the properties in the Woughton Community Council area are approaching 50 years old and often showing signs of age, and require modernisation, improvements in energy efficiency and similar. The same is true of many privately owned properties especially those now being privately let.

The resources for improvements to Council houses should come from the Councils Housing Revenue Account and other sources such as those arising from new developments. Those in private housing cannot access resources from the Housing Revenue Account.

Woughton Community Council would expect any new housing to adhere to the former Parker-Morris spatial standards.

There is a strong need locally for affordable rental housing. Council owned properties offer the best opportunity for this and Woughton Community Council would thus seek to ensure that at least 50% of all new houses be Council rented properties.

Woughton Community Council would expect to see a significant enhancement in the quality of public open space.

Woughton Community Council would expect to see significant investment in training, skills and educational opportunities as well as a real attempt to tackle issues such as mental health, disability and social isolation.

Whilst four (4) of the estates have been identified as priority regeneration estates Woughton Community Council also believes that appropriate opportunities should be taken to improve the other three (3) residential estates in the Woughton Community Council area as well.

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 14th January 2019

PURPOSE OF REPORT:

To request further finances be agreed towards IT Transition.

RECOMMENDATION:

1. That the committee notes the report.
2. That the committee agrees to delegate all decision powers over to the RFO with regular updates to the operations committee.

MAIN ISSUES AND CONSIDERATIONS:

After subsequent conversation between the RFO, Council Manager and new IT provider, a proposal has been made after auditing the current kit of the officers to ensure it is streamlined for the new infrastructure, software's and platforms.

This is to ensure we are able to expect full capacity from officers with kit that works effectively and efficiently.

When looking at assets, we should be made aware that most IT Kit needs replenishing after a five (5) year shelf life to ensure it works effectively.

The two options are to either bring current kit up to spec through RAM (memory) upgrades etc. or to replenish the current kit of officers to be costed over the expected five (5) year shelf life.

As the current kit utilised has been audited the RFO recommends kit refresh for all officers, as opposed to bringing current kit up to spec, most kit is either reaching a 5 year age or has surpassed this – and the need to refresh kit is imminent, therefore it would be beneficial in terms of efficiency of resource to complete this alongside the infrastructure refresh/IT provider handover.

The current kit can also be wiped for potential use of WCC Councillors.

Financial impacts of both options are below.

FINANCIAL IMPLICATIONS:

To upgrade current kit; £1,450.00p.

To refresh kit for all officers (minus RFO); £8,570.00p (Exc. VAT).

*It should also be noted, that in some instances whereby some kit can be recycled the previous laptops used by officers could be reissued to councillors who were not comfortable with using a tablet – this could potentially result in a credit of **up to £2,831.00p** (£149.00p per tablet not procured).*

Therefore outlay for a far more efficient working base for officers with new IT equipment could range from (£8570 - £5739) and therefore the RFO requests the decision to agree financial outlay of up to £8570 is agreed (once delegated to the RFO).

We should look to cost the kit refresh over the five (5) year life expectancy this equates to a maximum of; £1714 per annum – when comparing this to the outlay of upgrading current kit (already reaching or surpassing a 5 year age) there is a difference of only £264. It should be noted, that officer kit is reaching outdated and therefore a kit replenishment would need to be considered in the near future should you choose not to proceed at this point.

STAFFING IMPLICATIONS:

None perceived

OTHER IMPLICATIONS:

None perceived

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough
RFO