

Agenda item: FC 111/20 a) Woughton Community Council

Accounts Sub Committee

Minutes of the meeting held on Wednesday 18th September 2019, 3:30pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

Present: Cllrs Sue Smith (Vice-Chair), Elina Apse, Luke Louis, Alan Williamson.

Also present: Brian Barton (Committee & Member Services Officer), Samone Winsborough (Responsible Financial Officer / Operations Manager), Marta Sobis (Finance Assistant).

AC 13/19 Apologies:

No apologies had been received.

NOTED

AC 14/19 Declarations of Interest:

There were no declarations of interest.

NOTED

AC 15/19 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

AC 16/19 Chair's announcements:

The Vice-Chair informed the meeting that the external audit has now been signed off.

The Vice-Chair also wanted to thank Yvonne Tomlinson for all her hard work as Chair of the Accounts Sub-Committee.

NOTED

AC 17/19 Minutes of the previous meeting:

The minutes of the meeting held on Wednesday 19th June 2019 were **AGREED** and signed by the Vice-Chair as a true and correct record.

AC 18/19 To agree the bank reconciliations for August 2019:

The Responsible Financial Officer presented to the meeting the bank reconciliations for the July and August 2019 period.

All Members present at the sub committee meeting approved the bank reconciliations, and the Vice-Chair signed them off.

RESOLVED

That all Members present at the sub committee meeting approved the bank reconciliations for the July and August 2019 period, and the Vice-Chair signed them off.

AC 19/19 To agree the 2019/2020 Management Accounts:

The Responsible Financial Officer presented to the meeting the management accounts for the July and August 2019 period.

All Members present at the sub committee meeting approved the management accounts for the July and August 2019 period, and the Vice-Chair signed them off.

RESOLVED

That all Members present at the sub committee meeting approved the management accounts, and the Vice-Chair signed them off.

AC 20/19 To approve the petty cash payments:

The Responsible Financial Officer presented the list of petty cash payments.

All Members present at the sub committee meeting approved the list of petty cash payments and the Vice-Chair signed them off.

RESOLVED

That all Members present at the sub committee meeting approved the list of petty cash payments and the Vice-Chair signed them off.

AC 21/19 To adopt the following policy document:

Procedure for ordering goods and services.

The Responsible Financial Officer provided to the sub committee meeting an update on the Procurement Policy (Ordering Goods and Services Policy).

The following additions have been made to the procurement policy, under the 'Policy Principles' heading:

"Woughton Community Council will:

- Always procure ethically in line with our core values and ethos.
- Encourage (where possible) partnership and procurement with local businesses in our community.
- To always encourage the most environmentally friendly materials and working practises are implemented."

This will ensure that the key principles in terms of ethical and fair treatment to all contractors, and core value of working as environmentally friendly as possible is met.

RESOLVED

1. **That the Committee notes the report.**
2. **That the Committee approves the amendments made to the policy.**

AC 22/19 To agree the VAT Return for quarter one:

The Responsible Financial Officer informed the sub committee meeting that the quarter one (1), April to June 2019 VAT Return for the Financial Year 2019/2020 had

been filed with the HMRC on Wednesday 12th September 2019 with a total claimed of £8,986.32p.

The quarter two (2) VAT return will be filed with the HMRC after September 2019.

RESOLVED

That the sub committee notes the report.

Date of next meeting:

Wednesday 13th November 2019, 3:30pm, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 3:49PM

Chair _____ Date _____

Agenda item: FC 111/20 b) Woughton Community Council

Accounts Sub Committee

Minutes of the meeting held on Wednesday 13th November 2019, 3:30pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

Present: Cllrs Sue Smith (Vice-Chair), Alan Williamson.

Also present: Brian Barton (Committee & Member Services Officer), Marta Sobis (Finance Officer).

The meeting was inquorate and therefore all decisions from these minutes will need to be ratified at the next meeting of the Policy & Resources Committee.

AC 23/19 Apologies:

Received from Cllrs Elina Apse (Hospital Appointment), Luke Louis (College Commitment).

AGREED

AC 24/19 Declarations of Interest:

There were no declarations of interest.

NOTED

AC 25/19 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

AC 26/19 Chair's announcements:

There were no Chair's announcements.

NOTED

AC 27/19 Minutes of the previous meeting:

The minutes of the meeting held on Wednesday 18th September 2019 were

AGREED and signed by the Vice-Chair as a true and correct record.

AC 28/19 To sign off the VAT Return Quarter two (2):

The Finance Officer informed the sub committee meeting that the quarter two (2) VAT Return for the Financial Year 2019/2020 has been filed with the HMRC.

The Vice-Chair of the Accounts Sub Committee signed the quarter two (2) VAT Return.

RESOLVED

1. That the Committee notes the report.
2. That the Vice-Chair of the Accounts Sub Committee to sign the hard copy of the Quarter two (2) HMRC VAT Return so that it is proven to be reviewed by an individual who is not an officer.

AC 29/19 To note and agree to action the recommendations from the interim Internal Audit Report:

The Finance Officer informed the committee of the internal auditor's recommendations following on from an internal audit held on Wednesday 6th November 2019.

RESOLVED

1. That the Committee notes the report.
2. That the Committee agrees to forward the Internal Audit report to Full Council to agree recommendations.

AC 30/19 To agree and to sign off the October 2019 Bank Reconciliations:

The Finance Officer presented to the meeting the bank reconciliations for the October 2019 period.

All Members present at the sub committee meeting approved the bank reconciliations, and the Vice-Chair signed them off.

RESOLVED

That all Members present at the sub committee meeting approved the bank reconciliations for the October 2019 period, and the Vice-Chair signed them off.

Date of next meeting:

Wednesday 15th January 2020, 3:30pm, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 3:46PM

Chair _____ Date _____

Agenda item: FC 111/20 c) Woughton Community Council

Operations Committee

Minutes of the meeting held on Monday 2nd September 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Jordan Coventry (Chair), Yvonne Tomlinson (Vice Chair), Elina Apse, Margaret Ferguson, Ruth McMillan, Sue Smith.

Also present: Steve McNay (Council Manager), Samone Winsborough (Financial Responsible Officer / Operations Manager).

In attendance: Cllr Donna Fuller.

OC 12/19 Apologies:

None received.

NOTED

OC 13/19 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 14/19 Chairs Announcements:

The Chair informed the meeting that there will be an Awayday which will be held on Saturday 7th September 2019 between 10:00am – 4:00pm at the Holiday Inn Hotel, Central Milton Keynes.

At the next Full Council meeting to be held on Monday 9th September 2019 there will be a presentation to Cllr Pam Wilson to award "The Freedom of the Parish of Woughton" to the late Alderman Kevin Wilson MBE.

NOTED

OC 15/19 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 16/19 Minutes of the previous meeting:

The minutes of the Operations Committee meeting held on Monday 17th June 2019 were **AGREED** and signed by the Chair as a true and correct record.

OC 17/19 Star Council shortlisting/NALC arrangements:

The Council Manager explained to the meeting the process and encouraged all Members to continue to encourage all their residents and community groups to vote.

The Council Manager also informed the meeting that he is continuing to push NALC and the Stadium MK for permission to park the trailer on the premises whilst the conference takes place.

RESOLVED

- 1. That the committee notes the report.**
- 2. That the committee and council as a whole continue to promote the vote.**

OC 18/19 Training Update:

Cllrs Elina Apse, Maggie Ferguson and Ruth McMillan have requested to attend the Finance training.

The meeting felt that more advanced Finance training is needed for experienced Members.

Cllr Donna Fuller asked that records are kept of all training undertaken by Members.

Cllr Maggie Ferguson requested to undertake more training if sessions are held as close to Milton Keynes if possible.

Cllr Donna Fuller asked that all matters relating to training is considered at the November Full Council meeting, The Council Manager will action this.

Members were also encouraged to access the resident training sessions if interested.

The Safeguarding training date is to be confirmed once it has been agreed.

RESOLVED

- 1. That the committee notes the report.**
- 2. That records are kept of training undertaken by Members.**
- 3. That all matters relating to training is considered at the November Full Council meeting, The Council Manager to action this.**

OC 19/19 Update on Branding - especially relating to the trailer:

The Council Manager explained that the tabled report contains some early ideas around the visual representations of the Parish. This will be developed and looked at to create a more integrated 'wrap' for the trailer / van.

The Council Manager said that he will take all visuals to the awayday.

The final decision on the visuals is delegated to the Council Manager.

RESOLVED

That the committee notes the report.

OC 20/19 2020/2021 operations committee service planning ideas - discussion only:

The Chair introduced this agenda item and suggested that the existing objectives from this and previous years' service plans, that have yet to be achieved, form the backbone for next years' service plan. These can be alongside a few other items.

Cllr Yvonne Tomlinson said that the promotion of extensive training and 1:1's, which is great, but there needs to be better attendance from Councillors.

Cllr Sue Smith said that she and the former Leader of the Council used to meet with Members, to ask for feedback and get an understanding of what their needs were. This was for self-development, rather than as a 'management' issue. to identify training needs, etc and wondered if this would be useful?

Cllr Maggie Ferguson said that she saw some of the training and felt quite daunted.

The Responsible Financial Officer would like to undertake some work around this to reduce anxiety and focus on supporting Councillors.

Cllr Yvonne Tomlinson explained that training she has attended has been relaxed and fun, not too high level and understandable and manageable. There is an acceptance that Members are not experts and the training is tailored accordingly.

Cllr Donna Fuller said that as a public servant, giving your time and finding the time to undertake the role of Councillor can be a tricky balance. However over time, you learn to say 'no' to some activities. A 1:1 is also about looking after Councillors and sharing experiences to make for more positive outcomes.

Cllr Elina Apse expressed concerns that a 1:1 discussion could be used against a Councillor, The Chair explained that this is not about judgement, but about development and support.

Cllr Yvonne Tomlinson said that training used to take place on a Monday when there were no meetings. Could this be started again, and if so, can more training on IT take place. The Responsible Financial Officer responded that Woughton Community Council has a support contract in place, so contact the Responsible Financial Officer if any issues arise.

RESOLVED

1. That the Committee notes the report.
2. That the Committee agrees to the priorities for the 2020/2021 Operations Service Plan.

OC 21/19 To move and second the following resolution:

Cllr Yvonne Tomlinson Moved and Cllr Sue Smith seconded the following motion which was **AGREED**.

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.

OC 22/19 Peninsula renegotiation:

The Responsible Financial Officer updated the committee on the Peninsula Renegotiation.

There will be an update at the November Operations Committee meeting.

RESOLVED

1. That the Committee notes the report.
2. That the Committee agrees to take the Human Resources provision out to tender.
3. To update the committee at the November Operations Committee meeting.

OC 23/19 Caretakers update:

The Responsible Financial Officer updated the committee on the Caretaker Restructure.

There will be an update at the November Operations Committee meeting.

RESOLVED

1. That the committee notes the report.
2. To give an update at the November Operations Committee meeting.

Date of next meeting:

Monday 4th November 2019, 6:00pm at the Woughton Community Council Offices, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:52 PM

Chair _____ Date _____

Agenda item: FC 111/20 d) Woughton Community Council

Operations Committee

Minutes of the meeting held on Monday 4th November 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Jordan Coventry (Chair), Elina Apse, Ruth McMillan, Sue Smith.

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

In attendance: Cllr Donna Fuller.

OC 24/19 Apologies:

Cllr Maggie Ferguson (Holiday).

Cllr Tina El-Shabrawy was absent and gave no apology.

AGREED

OC 25/19 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 26/19 Chairs Announcements:

The Chair informed the meeting that Woughton Community Council had recently won the Star Council Award at the NALC Conference.

The Responsible Financial Officer is still awaiting to hear from the HMRC regarding the PAYE payments, hopefully an update will be given at the next meeting.

NOTED

OC 27/19 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 28/19 Minutes of the previous meeting:

The minutes of the Operations Committee meeting held on Monday 2nd September 2019 were **AGREED** and signed by the Chair as a true and correct record.

OC 29/19 To elect a Vice-Chair for the Council Year 2019/2020:

Cllr Sue Smith nominated and Cllr Ruth McMillan seconded Cllr Alan Williamson for the position of Vice-Chair.

Cllr Alan Williamson accepted his nomination.

There were no further nominations.

RESOLVED

That Cllr Alan Williamson is elected Vice-Chair for the Council Year 2019/2020.

OC 30/19 To approve the following policies:

- a) Expenses Policy
- b) Social Media Policy

RESOLVED

1. **That the committee agrees to this policy, to sit within a wider expenses policy that is attached.**
2. **That the committee agrees to ratify the Expenses and Social Media policies, with a review cycle of every three (3) years.**

OC 31/19 To discuss branding for Woughton Community Council:

As discussed at previous meetings, work has been undertaken to provide clear and distinctive Woughton Community Council branding, as part of a wider look at communications.

The first phase of this work is now complete, and the Council Manager presented at the meeting a slideshow of the various proposed icons.

This will now form part of phase two (2), to provide 'wrapping' for the vehicles and trailer, to be used within the website redesign and inclusion in publicity materials, the Woughton Gazette and all relevant external communications.

RESOLVED

That the committee notes the report.

OC 32/19 To discuss the objectives for the 2019/2020 Service Plan:

It was proposed to tackle the outstanding items from the present Service Plan by including them in the 2020/2021 Service Plan.

To add to the 2020/2021 Service Plan "that Woughton Community Council will ensure to undertake more regular partnership engagement with the voluntary and community sector and other agencies"

RESOLVED

To add to the 2020/2021 Service Plan "that Woughton Community Council will ensure to undertake more regular partnership engagement with the voluntary and community sector and other agencies".

OC 33/19 To discuss all matters relating to Councillor training:

The Council Manager was asked to provide an overview of 'all information relating to councillor training', which is detailed in his report tabled at the meeting.

the Committee and Member Services Officer has been tasked with creating files for each member, recording all training that is undertaken in a format that is easily managed and understood. This can contribute to the members pages within the website, to show members commitment to development and training.

RESOLVED

1. That the committee notes the report.
2. That the committee supports a budget proposal to maintain a healthy training budget.
3. That the committee agrees to the Committee and Member Services Officer maintaining files for all members, to include records of all training undertaken.
4. That the Council Manager to approach the larger Parish & Town Councils to undertake joint training sessions and or to source other training providers.

OC 34/19 To agree to update the Incident Plan to include a Community Flood Plan and a protocol for bad weather:

The Council Manager informed the meeting about the preparations for emergency, incident, flood and snow planning.

Members felt that it was necessary for some training to be arranged on this subject.

RESOLVED

1. That the committee notes the report.
2. That the committee agrees to specific work around use of officers during snow incidents.
3. That the Community Flood Plan is included within a refreshed plan once completed.
4. That a fully refreshed plan is presented to this committee once the current work is completed.

OC 35/19 Staffing updates:

The Council Manager said that the recently appointed Community Development Officer will start on Monday 25th November 2019.

A Senior Landscape Operative has recently started work.

The Apprentice Landscape Operative is in post and consideration will need to be made at a future meeting, as to whether the appointment can be made on a more permanent basis.

NOTED

OC 36/19 To move and second the following resolution:

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.

AGREED

OC 37/19 Caretakers update:

The Operations Manager informed the meeting that the Caretaker consultations have been completed with all relevant staff.

RESOLVED

That the committee notes the report.

OC 38/19 Update on the Peninsula renegotiation:

The Operations Manager updated the committee on reviewing a provider for outsourcing the Human Resources provision.

RESOLVED

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to the proposed suggestion of reviewing a provider for outsourcing the Human Resources provision.**

Date of next meeting:

Monday 20th January 2020, 6:00pm at the Woughton Community Council Offices, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:30 PM

Chair _____ Date _____

Agenda item: FC 111/20 e) Woughton Community Council

Policy & Resources Committee

Minutes of the meeting held on Monday 14th October 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Elina Apse, Janette Bobey, Donna Fuller, Ruth McMillan, Nick Scott, Alan Williamson.

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

PR 10/19 Apologies:

Received from Cllr Jordan Coventry (unwell), Luke Louis (College commitment).

AGREED

PR 11/19 Declarations of Interest:

There were no declarations of interest.

NOTED

PR 12/19 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

PR 13/19 Chairs announcements:

The Chair informed the meeting that Members can now view online, the video by the Guardian, which highlights some of the activities that Woughton Community Council undertakes.

The meeting wished Cllr Donna Fuller a happy birthday and congratulated her on the birth of her grandchild.

Cllr Elina Apse informed the meeting that she has recently been appointed an advisor on the EU resettlement procedures.

NOTED

PR 14/19 Minutes of the previous meeting:

The minutes of the Policy & Resources Committee meeting held on Monday 15th July 2019 were **AGREED** and signed by the Chair as a true and correct record.

PR 15/19 To advise on aged debt/Sales Ledger debtors:

Due to historical incorrect inputting there is accrued 'aged' debt on the Omega accounting system.

The recommendation from Rialtas is to 'write off' all aged debt over six (6) months old, in order to be able to clear the system and to commence debt control measures for all future instances.

RESOLVED

That the committee notes the report.

PR 16/19 To appoint Metro Bank and ratification of Signatories:

The meeting was informed that this agenda item had already been discussed and agreed at a recent Full Council meeting.

The list of signatories should be updated as Yvonne Tomlinson is no longer a Councillor.

NOTED

PR 17/19 To approve and sign off the September Bank Reconciliations:

The meeting was informed that the unrepresented cheques to Milton Keynes Council will be chased up.

Members also approved the September bank reconciliations, which were signed off by the Chair.

RESOLVED

To approve and for the Chair to sign off the September bank reconciliations.

PR 18/19 To review the methodology and operational use of the bookings system in conjunction with the sales ledger, and to consider the most effective method for reconciliation of the invoices to reduce the outstanding receipts:

The Responsible Financial Officer reported on the methodology of the Bookings and the Omega system.

There has been a multitude of issues with the current software Woughton Community Council uses for their accounting package with Rialtas.

The software currently used, is not user friendly and issues have been identified with the functionality of it.

RESOLVED

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to sanction the Responsible Financial Officer to investigate alternative accounting software packages, with the potential to migrate onto the new system in the Financial Year 2021/2022.**

Date of next meeting:

Monday 16th December 2019, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:27PM

Chair _____ Date _____

DRAFT

Agenda item: FC 111/20 f) Woughton Community Council

Policy & Resources Committee

Minutes of the meeting held on Monday 16th December 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair), Elina Apse, Donna Fuller, Ruth McMillan, John Orr, Nick Scott, Alan Williamson.

Also present: Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager), Cllr Liz Simpkins, one (1) member of the public.

PR 19/19 Apologies:

Received from Cllr Janette Bobey (unwell), Luke Louis (College commitment).

AGREED

PR 20/19 Declarations of Interest:

There were no declarations of interest.

NOTED

PR 21/19 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

PR 22/19 Chairs announcements:

Cllr Donna Fuller informed the meeting that a murder had taken place on Fishermead, a male has been arrested at a Coffee Hall address (which is not the offender's home) and also charged with further crimes which had taken place from the same address.

Thames Valley Police believe that there should not be any further repercussions following on from this arrest, but if any member of the public has concerns or hears of any further information relating to this incident, then they should ring 101.

Thames Valley Police will be attending the next Chatter and Natter meeting simply to reassure residents.

The Chair wanted to thank members of staff for all their hard work throughout the year.

The Chair also said that the Services Committee Meeting to be held on Monday 23rd December 2019 has now been cancelled.

NOTED

PR 23/19 Minutes of the previous meeting:

The minutes of the Policy & Resources Committee meeting held on Monday 14th October 2019 were **AGREED** and signed by the Chair as a true and correct record.

PR 24/19 To agree the Accounts Sub Committee recommendations from the minutes of the meeting held on Wednesday 13th November 2019:

The Accounts Sub Committee meeting held on Wednesday 13th November 2019 was inquorate and therefore could only propose recommendations which could only be ratified by a meeting of the Policy & Resources Committee.

Cllr Fuller suggested that if there is a situation where this arises again, that all recommendations should be listed in the body of the report, to save Members having to look through the tabled minutes.

RESOLVED

- 1. That the committee agrees to adopt all the recommendations from the minutes of the Accounts Sub Committee held on Wednesday 13th November 2019 due to the meeting being inquorate.**
- 2. That all recommendations should be listed in the body of the report to save Members having to look through the tabled minutes.**

PR 25/19 To update the meeting on the Eaglestone parking consultation:

The Council Manager updated the meeting on the Eaglestone parking consultation, this matter is still ongoing and is being pursued with other partnership agencies.

Cllr Fuller said that are still ongoing issues regarding parking on Coffee Hall.

RESOLVED

- 1. That the committee notes the report.**
- 2. That Woughton Community Council supports the proposed consultation.**
- 3. That the Council Manager continues to update the council on progress.**

PR 26/19 To consider a phone replacement contract:

The Council Manager updated the committee on a proposal for the replacement of the phones and phone support, the present contract with Kee Services has terminated and therefore a new provider needs to be sourced.

The Council Manager also said that as Cloudy IT are Woughton Community Council's preferred supplier for I.T and all work involving the infrastructure the Responsible Financial Officer recommends that the committee accepts the quotation for upgraded handsets and phone support as supplied by Cloudy IT.

RESOLVED

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to the recommendation of a new contract to supply upgraded handsets and phone support by Cloudy IT.**

PR 27/19 To consider the use of Section 106 monies:

The Council Manager updated the committee on the Section 106 funding and offer for proposals for its use.

There is £8,410.03p from S106 Funding available for Carbon Neutrality projects.

This funding is from the planning gain following the development at Milton Keynes Hospital (North of Fleming Drive) and is the remaining sum which must be spent on carbon neutrality elements.

There are opportunities for Woughton Community Council to make use of this money to reduce the environmental impact of some of the Community Council buildings and across the Woughton area.

Early discussions have included a number of ideas, but the level of funding is limited and therefore will not be able to achieve everything that has been discussed.

Some of the ideas that have been considered are:

- **Replacement of lights within community centres to LED / low energy**
- **Installation of 'Hive' heating controls (or similar)**
- **'Green roofing' a number of bus stops within the Woughton area**
- **Provision of a bike shelter at the Hub**
- **Provision of bike stands at local centres / community centres**

The Committee was asked for its priorities from the above list and to make any further suggestions.

After some discussion the committee decided on the following proposals:

- **Installation of 'Hive' heating controls (or similar)**
- **'Green roofing' a number of bus stops within the Woughton area**
- **To install solar panels at the Woughton Community Council Hub building and all of the Meeting Places in the Woughton area**

RESOLVED

1. **That the committee notes the report.**
2. **That the committee agrees to an application to Milton Keynes Council for use of the Section 106 monies.**
3. **That the committee agrees to a formal proposal including items agreed by this committee.**
4. **That the committee agrees on priorities for spending, to include some of the following:**
 - **Installation of 'Hive' heating controls (or similar)**
 - **'Green roofing' a number of bus stops within the Woughton area**
 - **To install solar panels at the Woughton Community Council Hub building and all of the Meeting Places in the Woughton area**

Date of next meeting:

Monday 10th February 2020, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:21PM

Chair _____ Date _____

Agenda item: FC 111/20 g) Woughton Community Council

Services Committee

Minutes of the meeting held on Monday 21st October 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Nick Scott (Chair), John Orr (Vice-Chair), Janette Bobey, Brian Hepburn, Luke Louis, Ruth McMillan Sue Smith, Alan Williamson, Pam Wilson

Also present: Brian Barton (Committee & Member Services Officer), Tash Darling (Youth Manager & Safeguarding Lead), Steve McNay (Council Manager).

In attendance: Cllrs Jordan Coventry, Donna Fuller Mr John Best (Trustee / Director of BMK Waterway Trust LTD; Chair / Convenor of MK Canalside Forum).

SD 37/19 Apologies:
Cllr Terri Parish (unwell).
AGREED

SD 38/19 Declarations of Interest:
There were no declarations of interest.
NOTED

SD 39/19 Questions from the public (maximum 10 minutes):
There were no questions from members of the public.
NOTED

SD 40/19 Chairs announcements:
The VE Day event will take place with a range of partnership organisations, the Chair asked Members for suggestions for instance on who should be invited to attend and the type of food to be served, Members were asked to bring their ideas to the next Services Committee meeting.
NOTED

SD 41/19 Minutes of previous meetings:
The minutes of the Services Committee meeting held on Monday 29th July 2019 were **AGREED** and signed by the Chair as a true and correct record.

Communities and Environment Fund Application(s)

No Fund Application(s) were received.

Reports

SD 42/19 Presentation on the Community Boat proposals for Parish and Town Councils by Mr John Best:

Mr Best introduced himself and spoke to his presentation on the proposed Community Boat for the potential use by Parish and Town Councils.

There then followed questions to Mr Best by Members.

Members were invited to the next Canalside Forum meeting.

The Chair thanked Mr Best for his attendance and presentation.

NOTED

SD 43/19 To update the committee on the work of the Youth Services:

The Youth Manager & Safeguarding Lead spoke to her report and covered the following areas relating to the youth service provision:

- **No 95 Jonathans Youth Project.**
- **Open Access Youth Clubs.**
- **Targeted Youth Provisions - Young Parents, SEND: (Special Educational Needs & Disabilities), Food Project, Independent Living, Sexual Health.**
- **Community Projects - Play Rangers, Community Fridge, School Support, Community Gym, Music café, HOPEMK, Grow Your Community (Gardening) Project, PRIDE:MK19, Partnership Work, Income Generation.**

The Youth Manager & Safeguarding Lead spoke about the emerging priorities and areas needing development.

RESOLVED

That the committee notes the report.

SD 44/19 Update on the proposed Community Café:

The Council Manager updated the committee on the Community Café project.

It is hoped that the Community Café will be launched in the new year at the same time as the Chairs Awards.

There then followed questions by Members.

RESOLVED

1. **That the committee notes the report.**
2. **That there is a further update at the January 2020 Services Committee meeting, once the coordinator is in post.**

SD 45/19 To discuss and consider items for the 2020/2021 Service Plan:

The Council Manager updated the meeting on the 2020/2021 Service Plan process, it was suggested to continue with the community care aspects of the present service plan, other items which were suggested to be included in the 2020/2021 Service Plan were the Community Garden, obtaining Quality Council status, setting up of a

Youth Council and Woughton Charity, upgrading the website, the use of CCTV to combat fly tipping.

The Council Manager said that other ideas are welcome.

NOTED

Date of next meeting:

Monday 25th November 2019, 6:00pm at the Woughton Community Council Offices, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:31PM

Chair _____ Date _____

Agenda item: FC 111/20 h) Woughton Community Council

Services Committee

Minutes of the meeting held on Monday 25th November 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Nick Scott (Chair), Janette Bobey, Brian Hepburn, Luke Louis, Terri Page, Ruth McMillan, Sue Smith, Alan Williamson, Pam Wilson.

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

In attendance: Cllrs Elina Apse, Maggie Ferguson, Donna Fuller, Liz Simpkins, one (1) member of the public.

SD 46/19 Apologies:

Received from Cllr John Orr (personal).

AGREED

SD 47/19 Declarations of Interest:

There were no declarations of interest.

NOTED

SD 48/19 Questions from the public (maximum 10 minutes):

Cllr Elina Apse informed the meeting that following on from the repair to the window at the Netherfield Meeting Place, there were pieces of glass left on the premises, Cllr Apse said that she had taken photographs and can pass them on.

The Council Manager asked Cllr Apse to forward on to him a copy of the photographs.

Cllr Apse also said that the heating was not working at the Tinkers Bridge Meeting Place where she attended a planning training event and that there was a pipe leaking in the ladies toilet.

The Council Manager said the contractors were sent out to fix the heating at the Tinkers Bridge Meeting Place as soon as he was made aware of the situation.

The Council Manager also said that he will pursue with the contractors the quality of work regarding the repair to the Netherfield Meeting Place window and matters relating to their contractual performance.

Cllr Apse addressed her remarks to agenda item SD 51/19 and said that although Woughton Community Council could lose some income it would however ensure better representation with residents, other Councillors could do the same by using their respective meeting places, and or the trailer, this proposal could also increase footfall at the Netherfield meeting Place, the Netherfield Ward Councillors would be grateful for Member support.

Cllr Maggie Ferguson asked who can use the community gym?

The Council Manager replied that it is being used mainly by the Youth Service, but once suitably qualified staff have been sourced then members of the public can use the gym equipment.

NOTED

SD 49/19 Chairs announcements:

The Chair welcomed the newly elected Councillor for Eaglestone Ward Liz Simpkins.

The Chair also welcomed Mr Sean Perry who had recently been appointed as the Community Services Manager.

The Chair also informed the meeting about the residents association's various Christmas events which will take place at the following dates and venues:

- Coffee Hall Meeting Place – Saturday 7th December
- Netherfield Meeting Place – Saturday 14th December
- Tinkers Bridge Meeting Place – Saturday 21st December

NOTED

SD 50/19 Minutes of previous meetings:

The minutes of the Services Committee meeting held on Monday 21st October 2019 were **AGREED** and signed by the Chair as a true and correct record.

Communities and Environment Fund Application(s)

No Fund Application(s) were received.

Reports

SD 51/19 To explore the potential for Netherfield Councillors to have an office within the Netherfield Meeting Place:

The Council Manager tabled a report on the potential to explore the possibility for the Netherfield Ward Councillors to be able to have an office within the Netherfield Meeting Place.

After some discussion the meeting felt that this agenda item should be deferred to the next Policy & Resources Committee meeting, with written submission(s) accepted in advance.

Cllrs Janette Bobey and Terri Page wanted their vote recorded against the above proposal to defer this agenda item.

RESOLVED

1. That the committee notes the report.
2. To defer this agenda item to the next meeting of the Policy & Resources Committee, with written submission(s) accepted in advance.

SD 52/19 To update the committee on the work around Community Transport:
The Council Manager informed the meeting about the work around Community Transport.

Cllr Brian Hepburn, who has a background in transport, has undertaken work to explore the potential for a scheme in the Woughton Community Council area.

RESOLVED

1. That the committee notes the report.
2. That the committee agrees to Cllr Hepburn continuing to develop the plan.
3. That the committee agrees to support a 'trial' or 'pilot' to assess suitability.
4. That the committee receives regular updates as the project develops, with particular reference to any financial commitments.

SD 53/19 To update the committee on the Trailer renovations:

The Council Manager updated the meeting on the proposed trailer renovations.

The proposed works if agreed would ensure that the trailer is fully operational and fit for purpose.

RESOLVED

1. That the committee notes the report.
2. That the committee agrees to the renovations as suggested.
3. That the committee delegates the Council Manager to proceed with the proposal and costs associated.

SD 54/19 The committee is requested to agree to replace the existing vehicle with a 'like for like' pick up due to the current rental provider wishing to sell the existing vehicle:

The Council Manager informed the meeting that the existing 'pick up' vehicle has to be replaced, due to current provider wishing to sell.

A vehicle has been sourced from another provider subject to agreement from the meeting.

A Member asked about the existing tracking device and whether the equipment will be transferred over into the new vehicle, the Council Manager replied that he will to speak to the Landscape Manager to ensure this will happen.

RESOLVED

1. That the committee agrees to replace existing vehicle with a 'like for like' pick up.
2. That the Council Manager is delegated to proceed with the obtaining of the replacement vehicle.
3. That the Council Manager to speak to the Landscape Manager to ensure all tracking equipment is transferred over into the new vehicle.

SD 55/19 The committee is requested to consider a process that ALL grant applicants should have to make presentation to a meeting of the Full Council:
The Council Manager asked for the meeting to agree a process for when a grant applicant should be obliged to make a presentation to a meeting of the Full Council.

Some Members suggested that any grant submitted which is for £1,000 or over, the applicant would need to make a presentation to a meeting of either the Full Council or the Services Committee.

It had been further suggested that the Services Committee should reserve the right to ask any applicant regardless of the amount of grant applied for, to make a presentation to a meeting of the Full Council or Services Committee.

The Council Manager said that he will write a paper to be presented at the next meeting of the Services Committee, so that a final decision can be made.

RESOLVED

That the Council Manager to write a paper on a process for when a grant applicant needs to make a presentation to a meeting of the Full Council or the Services Committee.

Date of next meeting:

Monday 23rd December 2019, 6:00pm at the Woughton Community Council Offices, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:00PM

Chair _____ Date _____

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 13th January 2020

PURPOSE OF REPORT:

To update the Committee on the internal audit recommendations held on 6th November 2019.

RECOMMENDATION:

1. That the Council notes the report.
2. That the Council agrees to the recommendations and that the Council delegates relevant actions to the RFO to complete.

MAIN ISSUES AND CONSIDERATIONS:

Please see our internal auditor report attached. The key findings from our internal auditor's report are as follows:

Maintenance of Accounting Records & Bank Reconciliations;

"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;

"We are pleased to report that no significant issues have been identified in this area to date."

Review of Expenditure;

"We have reviewed the Cash books and bank reconciliations for the various bank accounts and are pleased to report that they are well maintained. We would, however, consider that there are a number of points for general housekeeping which should be applied to ensure that Council funds are managed and controlled efficiently. We will undertake further work at our final visit."

R1. A suitably designed rubber stamp should be used on all purchase invoices and direct debit statements indicating the relevant cost centre and nominal ledger codes.

RFO Comments: This is a fine tuning issue, Finance Assistant has been provided with a rubber stamp and tasked with noting the invoices with nominal ledger codes when entering on the system, this is simply to make it easier when tracking invoices on the Accounting System and is a efficiency request.

R2. An invoice/purchase payments list/cash book of transactions for the month should be approved by The Council and minuted accordingly in conjunction with the bank reconciliations. Council should also complete a random check of payments to the relevant invoices."

RFO Comments: It was explained to our Auditor we had issues which has been minuted whereby we could not ascertain Reconciliation reports for the first quarter. Moving forwards the Accounts Sub Committee will be provided with the Reconciliations and the Cashbook (List of payments)

The RFO will create a list of points to check each meeting for Chair of Accounts Sub to sign, there must be a random spot check of 20-25 invoices which are signed by the Chair and one other member of the Sub Committee and cross referenced to the relevant Cashbook.

Assessment and Management of Risk;

"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 have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2020-21 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

There remains 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. We have however noted that there has been an improvement over the last two months for the correct payments to be allocated against the appropriate Sales Ledger entries.

R3. 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.

RFO Comments: This issue has already been reported to Council, work must be done to eliminate the historical issue still outstanding on our system. It has been recommended that we request with RBS to set us up a **new** Sales Ledger to work on whilst we are trying to perfect the existing Sales Ledger. The RFO will review previous Cashbooks (2015 onwards) to try and ascertain an estimation of how much of this figure we have received.

It should be noted, as previously reported there is no way to effectively match these payments now, and figure given should be taken as an estimate.

Petty Cash and "Debit and Fuel Cards"

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

Review of Staff Salaries

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

Investments and Loans

"There are no matters requiring formal comment of recommendation in this area of our review process. We will undertake further work at our final visit ensuring that the investments and loans are reported correctly in the Annual Return."

FINANCIAL IMPLICATIONS:

None Perceived

STAFFING IMPLICATIONS:

None Perceived

OTHER IMPLICATIONS:

None perceived

BACKGROUND PAPERS:

Internal Audit's Report 2019/2020.

AUTHOR

Samone Winsborough
RFO

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To agree the 2020/21 Service Plan.

RECOMMENDATION:

1. That the Council agrees to ratify the Service Plan for 2020/21.
2. That the Council receives quarterly updates on work towards achieving the aims of the Service Plan.
3. That the Council delegates management of the delivery and spending towards the service plan to the Council Manager / Responsible Finance Office, in line with agreed financial processes and procedures.

MAIN ISSUES AND CONSIDERATIONS:

The Service Plan forms the basis for the work that the council undertakes over the 'council year', focusing on specific aims and objectives that work towards the broader needs of the parish and the corporate body. The plan includes both internal and external elements but excludes the general 'day to day' delivery that is part of the councils ongoing work (e.g. service delivery, such as landscaping / community fridge / advice service) – this is part of operational planning, but not included within the Service Plan.

Following discussions within all committees, within senior managers meetings and with the broader team and based upon feedback from local residents, it has been agreed that the majority of the service plan for the coming year should be to consolidate and ensure achievement of outstanding issues from the previous two years. This includes some specific elements that have been side-lined by more pressing issues and some projects that have taken longer to achieve than anticipated. The plan has been updated to reflect work undertaken to this point and, where applicable, to reflect changing priorities / approaches.

There are also some new suggestions that have been included in the service plan; increased use of CCTV to address concerns around ASB, fly-tipping, etc. and support to provide a 'Storehouse' approach within the parish (this is currently provided at Stacey Bushes, but a significant number of Woughton residents access support there).

Overall, the plan provides a balance of ensuring that we retain new and innovative approaches, whilst also ensuring that we don't allow previous priorities to fall by the wayside. There are elements that focus on continuing to build strong organisational foundations and those that build upon the successes of previous years. It is felt that the plan remains challenging, but achievable.

FINANCIAL IMPLICATIONS:

The plan has been costed as far as is possible and included within the budget planning process for the first time this year. The full cost of delivery will depend on some unknown elements (e.g. level of grant funding available for community gardens, decision on level of CCTV provision and suitability (to be decided in conjunction with TVP / MKC) and similar but is anticipated to be around £45,000.

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In addition, for the first time this year, an additional amount has been placed within the budget

STAFFING IMPLICATIONS:

All elements of the service plan are deliverable within the existing staffing structure.

OTHER IMPLICATIONS:

None noted.

BACKGROUND PAPERS:

Service Plan 2020/21.

AUTHOR

Steve McNay – Council Manager

Woughton Community Council Service Plan 2020/21

The Woughton Community Council Service Plan is the document that details the focus of specific work to be undertaken over the coming 'council year' (May – April). This document lays out the specific items, projects, services and initiatives that the council commits to delivering over the coming year and should work alongside the operational plans, that details the 'day to day' delivery, such as existing services and ongoing commitments.

As with previous year, this document is separated into colour coded committee responsibilities, showing the officers and members who have overall leadership on delivering this plan. Whilst all are involved, ownership and accountability are detailed as follows:

- Items in **ORANGE** are Services committee
- Items in **YELLOW** are Operations committee
- Items in **BLUE** are Policy and Resources committee

Whilst this document provides a useful basis for work focus, it is essential that new initiatives that become apparent over the year are not ignored but can also be considered for delivery if sufficient financial and other resources are available.

This plan has been fully costed (where possible) and included within the annual budget setting process.

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) Trailer in for servicing and refurbishment b) Wrapping to be undertaken c) Engagement plan in place d) Trailer used across the parish and for rental to other agencies 	£5,000 remaining in budget for the works needed	<ul style="list-style-type: none"> Council Manager Chair of Services 	<ul style="list-style-type: none"> Services Project
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	<ul style="list-style-type: none"> a) Awaiting confirmation from MKC with regard to land transfer. b) Preparations to be made for full plan, to enable quick grant applications when ready 	Suggested £10,000 budget for initial stages work if appropriate and to include any elements that	<ul style="list-style-type: none"> Landscape Manager / Environment Officer (North) 	<ul style="list-style-type: none"> Services Project

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
		plant nursery) in a sustainable way	c) Once in place, grant application to be made to Big Lottery and other funders.	would require additional funding	Chair of Services	
3	Community Engagement	To undertake quality market research, focusing on provision of representative evaluation across all areas of our parish	<ul style="list-style-type: none"> a) To be delivered within existing staffing model b) Questionnaire and routes to engagement to be agreed c) All members and officers to have access to 'survey' for completion d) Aim for 800 responses over the course of 2020/21 	<p>Within existing budgets, including either Survey Monkey or Office 365 model</p>	<p>Council Manager / Community Development Officer</p> <p>Chair of Operations</p>	Operations Project
4	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.	<ul style="list-style-type: none"> a) Full evaluation and report into current Open Space and play park provision across the parish b) Liaison with MKC regarding their proposals for play parks over coming years, to get clarity about any investment / management from MKC side c) Costed proposals for provision of a range of play areas (small, medium, large), based on agreed equipment and installation d) Costed plan for maintenance of any open space that may be devolved 	No immediate cost, but likely to lead to significant investment in the longer term	<p>Council Manager</p> <p>Chair of Policy and Resources</p>	<p>Policy and Resources</p> <p>Report and proposal</p>

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
5	Community Led Housing Plan	To explore potential for developing and delivering some community led housing initiatives within the parish, providing alternative housing options for local people.	<p>e) Discussions with MKC Planning regarding potential space for park on Leadenhall</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> <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</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	Council Manager Chair of Policy and Resources	Policy and Resource Proposal and Report

Woughton Community Council Service Plan 2019/20

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
6	Increase of equipment library	To increase and improve the range of options offered through the tool library, including better publicity, wider range of borrowing options and potential for income generation	<p>of rental / sales income for further schemes, local focus on provision (Woughton residents priority)</p> <p>a) Request to MKC for use of land to rear of Hub for additional storage capacity</p> <p>b) Once in place, container and non-permanent fixings to be placed (cost of £4k)</p> <p>c) Building to be 'greened' with planting, green roof, etc...</p>	Set aside £5,000 maximum	<p>Environment Officers</p> <p>Chair of Services</p>	<p>Project</p> <p>Services</p>
7	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 feedback and respond accordingly.</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>

Woughton Community Council Service Plan 2019/20

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
8	Resident Skills Development	To provide a range of opportunities for residents and local groups to develop new skills	a) Continue to deliver a range of courses, within existing budgets, working with partners where appropriate.	£1000	Community Services Manager Chair of Services	Project delivery Services
9	Long term planning	To develop a range of policy documents and an overarching agreement looking to the future of Woughton and long term aspirations.	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) b) Consider the issues that we may want included within any long term strategy (e.g. council development, income, environment, housing) c) Delegate specific areas to specific councillors / officers to compile evidence, views and plans d) Create the 'Woughton 2030' plan, detailing the direction of travel for the council, setting priorities and aspirations for the coming decade.	Officer and member time	Council Manager Senior Leadership Team	Policy and Report Policy and Resources

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
10	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) Deliver a more robust approach to community engagement events, providing a WCC led approach. b) Hold at least one event on each estate during the course of 2020/21 c) Where possible, create sustainable groups to maintain and increase estate improvements on an ongoing basis. 	Officer time.	<p>Community Services Manager</p> <p>Chair of Services</p>	<p>Assessment, report, project delivery</p> <p>Services</p>
11	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 capacity and quality.	<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 promote access and involvement e) Develop annual programme of training and development opportunities for officers and members f) Include 'soft' outcomes, alongside accredited and qualification-based options. g) Include annual 'awaydays' for councillors, for officers and for the whole team. 	£15,000 budget	<p>Operations Manager</p> <p>Chair of Operations</p>	<p>Delivery</p> <p>Operations</p>

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
12	Community Development Focus	To implement a programme of Community Development, incorporating a range of approaches and activities to promote increased community ownership and involvement	<p>h) 1:1 support sessions offered to all councillors via Senior Councillor team</p> <p>i) Development of new Terms of Reference for committees, stating training expectations for membership</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 2020)</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 delivering</p> <p>e) Specific focus needed with regard to developing better links with schools,</p>	No additional costs, other than those associated with regular events.	Community Development Officer / Community Services Manager Chair of Services	Project development and delivery Services

Woughton Community Council Service Plan 2019/20

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
			<p>local companies, faith groups, etc. in line with other elements of this service plan.</p> <p>f) Develop and support an 'estate champions' programme, supporting those who are already active and developing new people to take a positive role within their communities.</p> <p>g) To include an annual training and development programme covering a range of suitable elements (e.g. committee skills, event planning, understanding finance, etc)</p>			
13	Events	To build upon the successful events that have been held and develop additional elements and opportunities to increase engagement and meet local need	<p>a) Festival to be delivered in agreement with council wishes (partnership or otherwise)</p> <p>b) Build upon Apple day to provide a larger scale event</p> <p>c) Consider future events, such as mobile cinema, etc. and plan / budget / get grants for delivery</p> <p>d) Look at wider reach events, such as food based community events, with BAMER communities, to promote community development</p>	To be confirmed and agreed within existing and planned budgets	Community Development and Events Officer / Community Services Manager	Project delivery, events delivery, procedure and policy development Services

Woughton Community Council Service Plan 2019/20

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
14	Partnerships. Collaborations and 'clustering'	Continue to develop closer relationships with neighbouring councils, suitable 'clusters' of similar councils (locally, regionally and nationally), to include development of shared services, potential trading, shared information and training opportunities and to bring added value to councils services, governance and delivery.	To build upon the work already started with CPPC, but to also include approaches around specific areas (e.g. youth work, landscaping) for other areas (work already in place with youth provision in Kents Hill and 'ad hoc' landscaping in other areas). Consideration of an 'Urban Parishes' forum within the NALC group Discussions within MKC forum around closer collaborations and creation of proposals to go to councils around any possible joint initiative (e.g. provision of street sweeper already agreed). To develop opportunities for local '3 rd sector' agencies to come together within the parish, share experiences and ideas and develop partnerships to provide additional support.	No budget at this point. Officer time only.	Council Manager Leader of the Council Community Development Officer	Ongoing work Policy and Resources
15	To gain accreditation as a Silver Quality Council through the Sector Led	To achieve Silver Status	Foundation Status by end 2019/20, with Silver / Gold achieved during 2020/21	Fees are £80 for Foundation level, £100 for silver and £200 for gold.	Council Manager Chair of Operations Committee	ACCREDITATION

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
16	<p>Accreditation scheme (Gold the following year)</p> <p>Improvements to website / communications</p>	<p>To deliver a better online presence, with a responsive and inclusive website that showcases all that we do.</p>	<p>a) Evaluation has taken place, with clear plan for action</p> <p>b) Work with MKC / similar, to engage work experience person to lead of creation and delivery of expected goals.</p> <p>c) All officers to contribute written information for inclusion</p> <p>d) Review of Communications Policy and guidelines</p> <p>e) Updated policy development regarding notice boards, advertising and similar</p> <p>f) Re-tendering of the production and delivery of The Gazette, with possible rebranding</p>	<p>No budget outside that which already exists.</p>	<p>Council Manager</p> <p>Chair of Operations</p>	<p>Project</p>
17	<p>To establish a Youth Council for the Woughton area</p>	<p>To give our younger community a bigger say in local matters</p>	<p>Steering Group in early 2020, for implementation over the course of the council year.</p>	<p>Budget agreed within budget planning for consultants fee and</p>	<p>Services Manager</p>	

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
18	CCTV Improvements	To try and reduce impact of ASB, fly tipping, litter, dog waste and crime	<p>Agreement that Roz will be involved. Plan to be created for 2020 start.</p> <p>a) Quote received for a 'full service' option from CCTV provider b) Discussions with MKC regarding value of any investment in this area – will it improve things c) Agreement at Council that this should / shouldn't be part of our service plan d) If in agreement, decide either 6 or 12 months pilot</p>	<p>additional costs – approx. £1600</p> <p>£8k for 6 months / £15k for 12 months.</p>	<p>Council Manager</p> <p>Services Chair</p>	
19	MK Storehouse	To provide a local base for MK Storehouse, rather than people travelling to Stacey Bushes	<p>a) Proposal made to WCC from Grand Union church b) Consideration of benefits and request for full information relating to parish access c) Cost evaluation and decision regarding whether this is something we feel should be funded</p>	<p>Update request received with an ask for a 'contribution'.</p>	<p>Council Manager</p> <p>Chair of Services</p>	

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
20	Policy and Procedure	To ensure consistency, legality and access to all relevant policies and processes	<p>To assess ALL policy and procedure</p> <p>To format in line with agreed design principles</p> <p>To have a single repository for all policies</p> <p>To manage review and ratification in line with agreed cycles</p> <p>For the CMSO to ensure all policies are managed correctly</p>	None	<p>Operations Manager</p> <p>Chair of P+R</p>	
21	IT systems and processes	To maximise use of software included within the IT contract to improve efficiency and oversight	<p>a) To review all available software and arrange training where appropriate</p> <p>b) To review Sharepoint design and storage to ensure compliance and access</p> <p>c) To continue investigations into a new reporting system for Advice and associated services, with an aim to implement early in the financial year</p> <p>d) Use of included software to monitor and review performance, HR issues and task management</p> <p>e) Review current finance system with a view to replacement in 2021/22</p>			



Woughton Community Council Service Plan 2019/20

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
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This is the final draft of this document (January 2020).

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 13th January 2020

PURPOSE OF REPORT:

To update the Council on 2020/21 budget following on from public consultation.

RECOMMENDATION:

1. That the Council notes the report.

MAIN ISSUES AND CONSIDERATIONS:

The findings from the recent budget consultation that went to the public suggests an overwhelming 94.44% of respondents want to see Woughton Community Council continue to deliver the services we currently provide (youth, advice, mental health, landscaping etc.) the same percentage of people want us to continue focusing on estate improvements.

Over half (68.42%) of respondents would support the additional rise funding CCTV provisions around the parish and focusing on anti-social behaviour, fly tipping and littering.

Precept increase – the proposal of 10% increase approximately 30 pence per week has suggested that the majority of respondents believe this to either be, 'about right' (55.56%) or 'too little' (27.78%) only 16% of the respondents suggested this was too much of a rise. Further more regarding the three options given to the public the responses follow;

- 1) **Option A – 7.5% increase (90 pence per month for Band A property)** *16.67% of responders selected this option.*
- 2) **Option B – 10% increase (£1.20 pence per month for Band A property)** *38.89% of responders selected this option.*
- 3) **Option C – 15% increase (£1.79 pence per month for Band A property)** *44.44% of responders selected this option.*

This depicts that nearly half of the respondents who took part in the consultation would have been happy to elect option C with a 15% increase. Option B as proposed was a close second at almost 39% voting for this option. 16% of voters selected a 7.5% increase.

To summarise, the consultation data clearly shows that the public who have taken part in the survey believe that our suggestion of 10% increase to the precept is about right, or too little.

FINANCIAL IMPLICATIONS:

Suggested increase of precept to proceed.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

Proposed 2020/2021 budget proposal.

AUTHOR

Samone Winsborough
RFO

WOUGHTON COMMUNITY COUNCIL

FULL COUNCIL

Monday 13th January 2020

PURPOSE OF REPORT:

To agree the budget for the financial year 2020/21.

RECOMMENDATION:

1. That the Council notes the attached budget, with total expenditure of £988,308 and a total income of £998,410
2. That the Council notes the feedback provided relating to resident feedback from the budget proposal agreed at Full Council on 11th November 2019.
3. That the council agrees the precept increase agreed at the Full Council meeting of 11th November 2019 of 10%
4. That the Council ratifies this budget
5. That the council agrees to the submission of the precept request form, based on the budget provided requesting the sum of £574,899 as the precept for the year

MAIN ISSUES AND CONSIDERATIONS:

Whilst some elements of income are unconfirmed, headlines are:

- LCTRS consultation suggests that we will retain a similar level of grant as in 2019/20
- Landscape grant remains static, with no uplift
- Income from other sources (community centre rental, additional income from provision of services, etc.) is expected to be met this year and increased in 2020/21
- That staffing remains the most significant expenditure, with an 11% increase planned for 2020/21 – this includes incremental rises, additional pension commitments and the additional staffing agreed by council / committees over the past year (including apprentice for Landscape / Environment, Community Café Coordinator, additional youth worker / Play Rangers).
- That efficiencies will be made across all areas of spending to reduce the overall operating costs where possible. This includes reductions in energy costs, more efficient IT costs (reduced next year by approx. £5k on this year's budget, despite increase in capacity and capability) and a more accurate reflection of budget realities.

The process undertaken to reach the budget this year has been more robust than previously, with a full evaluation of all expenditure and planning for the year. Whilst unexpected spend will occur, the budget proposed reflects a more accurate evaluation than in previous years. This process has included the provision of operational plans from all areas, costed and forming the basis of service budgets for the coming year. Additionally, the Service Plan proposal has been costed and covered within the budget – in previous years, an allocation has been made prior to service planning taking place.

Agenda Item: FC 115/20

As opposed to previous years, where possible, a 'contingency' has been included. This includes a 10% 'safety net' for IT provision, £10,000 within the services budget for 'emerging priorities' and an allowance within staffing to reflect the ever-changing way the council works.

As noted, there are some 'unknowns' currently including:

- the necessary budget for 'professional services' – this currently includes £3,600 annually for HR support, which we aim to reduce through a different procurement method (there is a paper that will be submitted to Operations Committee later this month to clarify this)
- The real cost of insurance – this has increased year on year, and we have been advised that with some of the new services, this is possible again. The RFO will be working with a range of insurance providers and brokers to find the best deal possible, which may reduce this (savings, if any, are likely to be negligible)
- We have increased budgets for both 'events' (previously only carnival) and for uniforms / branded goods, as these are considered priority areas for the council – this means an additional £10k allocated to these areas.
- There have also been higher than expected cost increases for dog bins, communications (the Gazette in particular) and 'day-to-day' costs (e.g. community centre and HQ running costs) that reflect the reality of spending, rather than simply a percentage increase. As always, work will continue to try and reduce these as we go through procurement and tendering for all aspects of our expenditure.

In terms of income, there are challenging but realistic targets for centre rental and additional income generation. These have been increased by £15k and £20k respectively, providing an additional £35k of income over the fiscal year.

Other aspects, excepting the precept, remain relatively static.

Precept proposals

The previous meeting of Full Council agreed to recommend a precept increase of 10%. This reflected previously ratified agreements that rises would be between 5 – 10%. After consultation with residents (see attached report), a significant majority agreed that this was 'about right' or 'too little', with 84% of respondents (at time or writing) stating that they would support a 10 or 15% increase. Given this, the recommendation of the council of a 10% increase is recommended for inclusion in the final budget.

The updated budget sheet attached provides a budget based upon the 10% increase (a precept total of £574,899). This is a realistic figure which brings a balanced budget with a small contribution to reserves, following last years audit report that recommended this. This figure is slightly higher than anticipated, due to an increase in our council tax base, leading to an additional £9711 of income.

FINANCIAL IMPLICATIONS:

We need to balance the needs of the council and the focus on continuing to deliver and develop services with the impact on local people. Whilst the increase is relatively small, it is going to be felt, especially by those on lower incomes. However, with the proposed increase (10%) on the largest houses (Band D), the increase is less than £2 per month. As noted, this provides a 'balanced budget', leaving any efficiencies / cost savings to build more of a buffer for any future cuts that will, undoubtedly, come.

Agenda Item: FC 115/20

Whilst we currently have a suitable level of reserves, these will not last long in the event that we lose the LCTRS grant, continue to expand without sufficient income or in the event of any large, unplanned expenditure. As such, it would be prudent to reduce spending and increase income over the coming years.

STAFFING IMPLICATIONS:

This budget is based upon some uncertainties, with the budget reflecting the most costly choices – our Community Development Worker is currently part time, but this is costed as full time (as this was the original proposal), it includes keeping our apprentice after she has finished her course, assumes all new employees will access the pension scheme and includes a Café Coordinator (yet to be appointed and currently 'on hold' until the new Comm Services Manager is in place).

If we take the 'cheapest' options (e.g. remains part time, ends after course completes and no coordinator taken on), then savings of £30,000 are possible. *The RFO recommends this course of action, with reductions in staffing made wherever possible.*

OTHER IMPLICATIONS:

Despite a considerable push this year, feedback has been extremely limited. No attendees at the face to face event in December, fewer responses online than in previous years and limited engagement from people generally. Despite this, the feedback does show a willingness from local people to see rises to reflect delivery. We do need to work on ensuring that this improves over the coming year and potentially run a consultation throughout the year to identify both priorities and likely views on any increases.

BACKGROUND PAPERS:

Final Budget 2020/2021

AUTHOR

Steve McNay – Council Manager

Samone Winsborough – RFO / Operations Manager

EXPENDITURE

	2019/20	2020/21	Variance
Affiliations	£ 2,800.00	£ 2,912.00	£ - 112.00
Professional Services	£ 2,400.00	£ 3,840.00	£ - 1,440.00
Audit Fees	£ 4,000.00	£ 3,677.00	£ 323.00
Capital Loan Repayment	£ 26,818.00	£ 26,818.00	£ -
Community Events (previously Carnival)	£ 4,500.00	£ 10,000.00	£ - 5,500.00
Club Ward Initiatives Fund	£ 3,800.00	£ 3,800.00	£ -
Dog & Letter Bin Costs	£ 7,000.00	£ 10,000.00	£ - 3,000.00
Events & Hospitality	£ 2,000.00	£ 2,080.00	£ - 80.00
Communities and Environment Fund	£ 14,000.00	£ 14,000.00	£ -
Grant Aid - Res Associations	£ 3,500.00	£ 3,500.00	£ -
Insurance Inc Vans	£ 7,100.00	£ 6,327.76	£ 772.24
Meeting Places (Costs)	£ 35,000.00	£ 40,000.00	£ - 5,000.00
Member Allowances and Expenses	£ 15,500.00	£ 15,500.00	£ -
Newsletters, Websites and Communications	£ 9,540.00	£ 10,000.00	£ - 460.00
HQ - Building Costs (regular)	£ 10,000.00	£ 11,000.00	£ - 1,000.00
Vehicles	£ 9,000.00	£ 9,360.00	£ - 360.00
Branding (also to include uniforms)	£ 500.00	£ 5,000.00	£ - 4,500.00
Stationery and Amenities and services - HQ	£ 2,000.00	£ 12,000.00	£ - 10,000.00
IT (previously included broadband and Members IT)	£ 37,014.00	£ 33,092.40	£ 3,921.60
Organisational Costs Total	£ 196,472.00	£ 222,907.16	£ - 26,435.16
Pension costs	£ 63,452.61		£ - 63,452.61
Employers NI Costs	£ 43,197.31		£ - 43,197.31
HQ Staffing	£ 108,967.00	£ 115,164.27	£ - 6,197.27
Youth Staffing	£ 94,697.00	£ 90,370.09	£ 4,326.91
Community Staffing (previously incl Advice)	£ 115,107.00	£ 95,217.07	£ 19,889.93
Landscape and Environment Staffing (incl Eastv)	£ 191,399.00	£ 185,442.00	£ 5,957.00
Members Staffing	£ 21,416.00	£ 20,338.00	£ 1,078.00
Meeting Places Staffing	£ 50,839.00	£ 36,020.96	£ 14,818.04
Staffing Total	£ 582,425.00	£ 649,302.31	£ - 66,777.31
Landscape - Building costs	£ 4,800.00	£ 3,755.60	£ 1,044.40
Landscape - Services Budget	£ 25,000.00	£ 25,000.00	£ -
Youth - Building Costs	£ 4,200.00	£ 4,082.92	£ 117.08
Youth - Services Budget	£ 5,000.00	£ 10,000.00	£ - 5,000.00
Advice - Services Budget	£ 1,000.00	£ 1,000.00	£ -
Environment - Services Budget	£ 1,000.00	£ 1,000.00	£ -
Community Development - Services Budget	£ 2,000.00	£ 2,000.00	£ -
Service Plan Delivery	£ 60,000.00	£ 44,360.00	£ 15,640.00
Services Delivery Total	£ 103,000.00	£ 91,198.52	£ 11,801.48
Emerging priorities		£ 10,000.00	£ - 10,000.00
Training, Development and Conferences	£ 15,000.00	£ 15,000.00	£ -
EXPENDITURE TOTAL	£ 896,897.00	£ 988,307.99	£ - 91,410.99

Woudham Community Council - Budget - 2020/2021

INCOME

Bank and Investment Interest	2019/20	2020/21	Variance
	£ 5,000.00	£ 6,000.00	£ 1,000.00
MKC LTRS Grant	£ 153,419.00	£ 155,611.00	£ 2,192.00
Hire of Meeting Places	£ 50,000.00	£ 65,000.00	£ 15,000.00
Landscape Grant	£ 146,900.00	£ 146,900.00	£ -
Precept	£ 513,806.94	£ 574,859.00	£ 61,052.06
Additional Income Generation	£ 30,000.00	£ 50,000.00	£ 20,000.00
Income Total	£ 899,125.94	£ 998,410.00	£ 99,284.06
Transfer to / from reserves	£ -	-£ 10,000.00	
SURPLUS / DEFICIT	£ 2,228.94	£ 102.01	

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To update the Council on the councils Risk Register.

RECOMMENDATION:

1. That the council notes the report and attached document.
2. That the council agreed the updated Risk Register.
3. That the council agreed to publish the Risk Register on the website.
4. That the Risk Register is reviewed and presented to council annually (next review for January 2021).

MAIN ISSUES AND CONSIDERATIONS:

The Risk Register is an essential document for the council, detailing potential risks to the organisation and detailing the steps taken to mitigate these risks.

The register was fully overhauled last year, with considerable work undertaken to identify and detail actions. This led to some additional safeguards being implemented, reflected in the updated document presented to council with this paper.

Notable changes are limited, but include updates to some equipment (e.g. tractor and trailer), some services (e.g. inclusion of inability to deliver agreed services, including those contracted) and changes to elements of risk management (e.g. updated ICT system, CiLCA qualified manager, robust systems implemented).

FINANCIAL IMPLICATIONS:

None directly, but financial systems and management are included within the register, reducing risk of financial impropriety, loss or damage.

STAFFING IMPLICATIONS:

None, other than annual review demands on officers.

OTHER IMPLICATIONS:

This document forms an essential part of our governance, audit and quality management. This document meets all standards necessary.

BACKGROUND PAPERS:

Risk Register 2020/21

AUTHOR

Steve McNay – Council Manager



Risk Register

2020/21

Introduction

This document details risks to Woughton Community Council, work undertaken to reduce / mitigate the risk and details the processes in place whereby the council methodically and systematically manages risk.

This document is produced annually, to review and address any existing or newly identified risks.

This document uses an approach which identifies and classifies risk based upon the council area they cover, the likelihood of the risk occurring and the severity of the outcome in the event that the risk occurs. This then enables the council to take preventative measures, agreed to key actions and ensure that the council's activities and plans reflect the reality of delivering our key objectives.

The matrix used is:

PROBABILITY	Very likely	5		B		D	
	Likely	4					
	Unlikely	3	A				C
	Very unlikely	2					
	Almost impossible	1					
				1	2	3	4
			Insignificant	Minor	Significant	Major	Catastrophic
			IMPACT				

Based upon the matrix, risks assessed would be:

A – Unlikely to happen and insignificant risk = No action needed (3)

B – Very likely to happen, but minor impact = review and change if possible (10)

C – Unlikely to happen, but catastrophic if it did = change necessary (15)

D = very likely to happen and major impact = change essential (20)

Each risk is 'scored' – probability x impact = score (in brackets above), with the following thresholds for action:

Below 10 – no action needed

10 – 14 – review and adjust if possible, but tolerable

15 – 19 – review needed and actions to be taken to mitigate

20 or above - immediate action needed

The following pages detail the risks identified, any controls in place, and further actions needed, date for review and officer / committee responsible.

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Occurrence	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
1	Assets	Council Offices, The Hub, Garraways	Building rendered wholly or partly unusable due to fire, flood, infestation or other event	2	5	10	Operational, reputation, legal, financial	Effective building design, fire systems, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance	Regular reviews, monitoring of controls	Regular (annual) review of all controls, oversight by committee re: insurance and emergency plans, systems maintenance	Council Manager / Operations
2	Assets	Youth Service Building, No 95 Jonathans	Building rendered wholly or partly unusable due to fire, flood, infestation or other event	2	4	8	Operational, reputation, legal, financial	Effective building design, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance	Regular reviews, monitoring of controls	Regular (annual) review of all controls, oversight by committee re: insurance and emergency plans, systems maintenance	Youth Manager / Services / Operations
3	Assets	Community Centres (EAC, NFMP, CHMP)	Building rendered wholly or partly unusable due to fire, flood, infestation or other event (including damage by hirers). Liability shared with landlord (MKC)	2	3	6	Operational, financial, legal	Effective building design, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance and hirer checks / caretaking staff	Increased monitoring and review of current arrangements	Review of all contracts and maintenance schedules, robust vetting of hirers, additional security measures	Operations Manager / Services / Operations
4	Assets	Tinkers Bridge Community Centre	Building rendered wholly or partly unusable due to fire, flood, infestation or other event (including damage by hirers). WCC fully responsible for this building	2	5	10	Operational, reputation, legal, financial	Effective building design, security systems, regular checks, pest control, business continuity plan, emergency plan, insurance and hirer checks / caretaking staff	Increased monitoring and review of current arrangements. Regular checks on insurance levels	Review of all contracts and maintenance schedules, robust vetting of hirers, additional security measures. Proactive approach to maintenance	Operations Manager / Services / Operations
5	Assets	Landscaping Depot, Pencarrow Place, Fishermead	Building rendered wholly or partly unusable due to fire, flood, infestation or other event (including damage by hirers). Liability shared with landlord (MKC)	2	3	6	Operational, financial, legal	Building is designed to be secure, has suitable systems in place, used daily and checked frequently. Insurance covers identified risks	Regular review, correct storage of equipment to reduce risk	Records kept by Landscape Manager, reviewed via 1:1's, oversight via Services Committee	Landscape Manager / Council Manager / Services
6	Assets	Vehicles: Landscape Van Landscape Mowers Environment EV Tractor, Trailer	Vehicles involved in accident, damaged through fire / vandalism or otherwise unusable	2	2	4	Operational, legal, financial	Suitable vehicle checks in place daily. Insurance is in place. Parked in CCTV area. Driving policy is enforced. Checks in place.	Regular review of insurances	Records reviewed by H+S Lead, review of all relevant policies	Landscape Manager / Council Manager / Services

Woughton Community Council – Risk Register – 2020/21

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
7	Assets		Loss of systems, due to breach of security, damage to equipment or failure of key components	2	4	Operations, financial, reputation	Secure server, with associated cloud backup, suitable software around viruses, etc. Contractor in place to identify and address concerns, suitable IT policy in place	Review of current systems and implementing of new service provider.	Regular systems check, backup to secure storage daily, active monitoring of all ICT systems	Operations Manager / Operations Committee
8	Assets	ICT systems, including network, backup, telephones, mobiles, server and associated systems	Failure of phone system, leading to lack of ability to be contacted by partners, public and team members	2	2	Operations, Reputation	Both landline and mobile phones in place, through robust providers. Use of one or other in event of failure. Use of alternative ICT in emergency	Review of current providers. Ongoing monitoring	Nothing further	Operations Manager / operations Committee
9	Assets		Data breach, loss of data or inappropriate use of data by officer / member leading to action from public, ICO or law enforcement	2	4	Operations, legal, financial	Data Protection / GDPR policies in place. Suitable training for staff / members. Secure email provision in place. Secure servers. Encryption used where necessary.	Review of current provision – delivery of systems that prevent sharing outside council.	New system in place. No personal emails sent on WCC business. Active monitoring of data. Review of relevant policies.	Operations Manager / Operations Committee.
10	Assets	Equipment, including youth, landscaping, environment and general council equipment (e.g. Play Rangers inflatables, landscaping tools, environment dog bins, office laminator)	Loss of equipment due to damage, flood, fire, theft or other unexpected event	2	2	Operations	Security stored. Fire precautions in place, Asset register reviewed regularly and insurance updated accordingly. Sign in / out of equipment in place.	Review of equipment regularly with process in place for updating asset register accordingly.	Annual review in line with insurance process. Oversight via asset register, policy and procedure and 1:1 meetings.	Service Managers / Council Manager / P+R committee
11	Assets		Accident or injury relating to provision of equipment by WCC to officer, member of the public or other person.	2	4	Operations, reputation, legal, financial	Regular checks in place. Insurance cover for public / employee liability, safe working practices in place.	Link to asset register with dates of checks.	Annual review in line with insurance process. Oversight via asset register and implementation of new recording procedure.	Service Managers, Council Manager / Services Committee
12	Finance	Loss of monies through theft, fraud or dishonesty	Financial loss, potentially to a level that would impact on the viability of the council	2	4	Financial, legal	Robust and regularly updated / reviewed financial policies and processes. Lockable storage for cash deposit, two signature (minimum) for any larger sums, monthly reconciliation, oversight by both officers and members. Fidelity insurance in place and reviewed annually	Annual review of financial regulations, twice annually internal audit / annual external audit, monthly accounts sub sign off	Will form part of the business scorecard meeting, monthly sign off and audit updates	RFO / P+R committee

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Outcome	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
13	Finance	Failure of bank, inadequate banking arrangements / difficulties with banking communication / arrangements	Inability to make payments in a timely manner, loss of monies, loss of confidence in bankers	1	4	4	Financial, reputation, operational	Review of banking arrangements recently undertaken, assessment of viability and suitability undertaken, regular meetings in place with business banker.	Review annually, address concerns as and when they arise, monitor effectiveness of new bankers	Review in 12 months	RFO / PandR
14	Finance	Failure of sufficient controls leading to inadequate reserves / insolvency	Council becomes financially stretched, leading to service cuts, inability to pay suppliers and insolvency	1	5	5	Financial, operational, reputation, legal	Regular budget monitoring, reporting to committee, oversight by a number of officers / members, robust procedures in place.	Review of processes, regular reviewing / monitoring, involvement of budget holders	Reviewed monthly	RFO / PandR
15	Finance	Inappropriate accounting processes / management / recording	Loss of money, failure at audit, loss of trust in WCC, inability to effectively report financial situation.	2	4	8	Financial, reputation, legal	Monthly reviews and reports, annual policy review, regular training of staff / members.	Continue to review regularly and identify any issues early	Reviewed monthly	RFO / PandR
16	Finance	Inappropriate payments / transfers / spending	Loss of money through wrongful use of council resources, via unauthorised, fraudulent or mistaken payments via cheque, BACS, online transfers or similar	1	3	3	Financial, legal	Two officer authorisation for all payments (with the exception of debit card), debit card payments held by key officers only, monthly reporting and reconciliation, internal and external audit, clear policies in place	Annual review of Financial Regs, continued monthly monitoring of all expenditure.	Monthly reviews and ongoing reporting. Annual audits and monthly reconciliations.	RFO / PandR
17	Finance	Incorrect / non-compliance with regulatory / HR related financial providers (e.g. HMRC, pensions administrator, childcare vouchers, bike loans)	Financial loss (e.g. VAT claims, fines for non-compliance), loss of financial integrity, loss of confidence in systems and processes.	2	3	6	Financial, legal, reputation	RFO / BSO competent and working within agreed SLA's, etc. Policies in place for ensuring compliance and processes well known and used	Review of all processes, diarised timings for actions, regular reporting to Accounts Sub	Monthly reviews, scorecard target, service plan item, monitored via Acc Sub / PandR, etc.	RFO / PandR
18	Finance	Failure to set appropriate precept	Loss of financial control, impact on service provision / operational elements, reputation impact on WCC, potential for multi-year impact	2	4	8	Financial, operational, reputation	Robust budget setting process, with involvement from key officers and committees. Three year budget plan in place, to enable effective planning. Already a high preceptor, so smaller percentage rise	Clearer process for budget setting, with plan in place for 19/20 programme. Link to service aspirations.	Review annually. Budgetary process in place. Plan alongside Service Plan aspirations	RFO / CM / Full Council

Woughton Community Council – Risk Register – 2020/21

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Current	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
19	Finance	Failure to set a realistic budget – either income or expenditure	Financial loss, lack of sustainability, potential impact on service provision, impact on local residents	2	4	8	Financial, reputation, operational	Robust budget setting process in place, with oversight from committee and Full Council. Linked to service delivery and Service Plan, so reflective of realities	Monthly review against current budget, enabling effective planning based on current year.	Monthly checks / reviews	RFO / Full Council
20	Finance	Failure to spend / account for specific funding correctly (e.g. grants, S106, etc)	Clawback of monies, loss of spending power, inability to drawdown additional funding.	2	3	6	Financial, operational, reputation	Specific budget codes for record keeping in place, policy and process for grant management	Review of policy and process, specific coding and accounting within monthly reporting.	Annual review. Monthly reporting. Oversight by Accounts Sub	RFO / PandR
21	Finance	Insurance	Insurance is insufficient or inappropriate, leading to a lack of suitable coverage in the event of a need to make a claim – public, employees or otherwise.	1	5	5	Financial, reputation, legal	Insurance is reviewed annually, with relevant discussions taking place to ensure suitability and specialist insurance used.	Annual review	Checked via competitive tendering / reviewing of all options each year	RFO / PandR
22	Finance	Ensuring best value / spending of public money	Additional monies are spent on poorer quality providers. Inadequate provision of otherwise sub-par resources. That contractors take action if not followed correctly	2	2	4	Financial, reputation, operational	Processes laid out in Financial Regulations and policy and processes in place to ensure spending is controlled, planned and follow best practice guidelines.	Review of policy. Ongoing monitoring of processes. Internal and external audit	Monthly checks at Accounts Sub. Annual checks to ensure compliance. RFO oversight with BSO support	RFO / PandR
23	Governance	Councillor roles inadequately performed	Council fails to meet basic expectations (e.g. quorate meetings, accurate recording of Conflict of Interests, etc) leading to challenge of decision making	2	4	8	Operational, reputation, legal	Clear training programme in place, with expectations detailed. Experienced councillors in place. Strong management team and good links to relevant external organisations (SLCC, NALC, etc...)	Review of current policy. Programme review for May elections. Maintenance of relationships	Monitoring of attendance, feedback from councillors, attendance at training sessions.	Council Manager / Full Council
24	Governance	Failure to attract new councillors for any vacancy	Not a quorate council. Unable to make effective and legally binding decisions. Unable to be considered a 'quality council'.	1	5	5	Operational, reputation, legal	Not an issue to this point. Continuing work to ensure local people are aware of and engaged in local council practices. Support for potential new councillors in place. Attractive 'package' for people joining the council	Continue as is, but review in May following elections	Review of elected / co-opted membership post May 2019	Council Manager / Full Council.

Woughton Community Council – Risk Register – 2020/21

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Severity	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
25	Governance		Data Protection / GDPR – potential for financial penalties and censure of council / officers / members	2	3	6	Reputation, legal, financial	Considerable work undertaken. Policies and processes in place. Training undertaken by key officers and some councillors	Further training to take place, including Councillor induction. Changes to IT provision in hand.	Regular review during implementation phase. Monitoring of training. Annual IT provision review.	Ops Manager / PandR
26	Governance		Freedom of information – potential for penalties to be enforced	1	3	3	Reputation, legal, financial	Published policy, regularly reviewed, monitored by CMSO and Council Manager	Monitor and review	Annual review check and report on FOI requests	CMSO / Council Manager / PandR
27	Governance		Standing Orders – failure to comply and therefore have decisions challenged / overturned	2	2	4	Reputation, legal	Standing Orders in line with NACL best practice and agreed annually by Full Council. Reviewed with updates and used within all council meetings and decision making	Review and monitor	Annual review and update at AGM	Council Manager / Full Council
28	Governance	Failure to comply with relevant legislation and policy	Financial Regulations – please see above (items 12 – 22). Non compliance with our financial regulations and associated issues arising from this.	2	4	8	Legal, financial, reputation	Financial regs reviewed annually and at the heart of all fiscal policy and procedure. Managed and monitored by regular returns, monthly reports to committee, RFO oversight and internal / external audits.	Review and monitor. Update in line with best practice / new regs.	Annual update, monthly reconciliations and reports to Accounts Sub / PandR / Full Council.	RFO / Council Manager / PandR / Full Council.
29	Governance		Other regulations and policies	2	3	6	Legal, financial, operations, reputation	All policies and procedures are reviewed in line with agreed timescales. Where appropriate, relevant specialist knowledge is obtained (e.g. Peninsular, NALC, solicitor, etc.). Robust processes in place with oversight via relevant committee.	Regular reviews, recorded and noted within committees.	Monitoring of review cycles, with every policy / procedure noted with agreed date, review date and signed when review undertaken.	RFO / Council Manager / PandR
30	Governance		Incorrect recording of minutes	1	3	3	Legal, reputation	Experienced minute taker in place and oversight provided by both Council Manager and relevant committees. Any discrepancy recorded and	Council Manager undertaking CILCA, to provide further expertise	Continue as is	Council Manager / Full Council / committees

Woughton Community Council – Risk Register – 2020/21

Ref	Area	Specific Risk Area	Potential Consequence	Frequency	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
31		Failure to comply with RIDDOOR, COSHH or other areas of H+S legislation	Harm caused to employee, councillor, contractor or member of the public. Potential for legal action. Censure by H+S executive / MKC Environmental Health	1	5	Legal, operational, financial, reputation	Full H+S policy in place. NIBOSH qualified staff member leading on H+S. Relevant recording and management processes in place and monitoring taking place on all relevant areas.	Monitor and review	Annual reports to relevant committee. Annual review of policy and procedure.	H+S Lead / Council Manager / Ops Manager / PandR
32	Health and Safety	Ineffective fire safety equipment or systems	Serious injury or death of employee, councillor, contractor or member of the public. Damage to property. Failure to comply with legislation leading to prosecution / action from authorities	1	5	Legal, financial, operational, reputation	Fire systems and equipment all under contract for maintenance. Regular fire alarm testing in place, including evacuations.	Monitor and review	Annual report to relevant committee. Review of all records. Liked to H+S policy review and recommendations from contractors.	H+S Lead / Council Manager / Ops Manager / PandR
33		Failure of equipment, failure to use equipment in correct manner, failure to check equipment in line with guidelines.	Damage caused to equipment, to individuals or to other buildings / items, leading to claims against the council	2	4	Legal, financial, operational, reputation	Equipment is maintained and logs kept to monitor as such. Regular checks undertaken to relevant equipment. PAT testing in place. Relevant equipment only used by trained personnel.	Continue to monitor and record checks.	Annual report to relevant committees. Training records updated.	H+S Lead / Council Manager / Ops Manager / PandR
34	Other	Impact of Brexit – unclear as to impact on staffing, wages, income, legislation changes, etc.	Increased costs, reduced income, more difficulty in appointing suitable staff, changes in legislation having financial impact	2	3	All risk areas	Robust processes in place, but difficult to fully assess impact at this stage. May be little or no impact, may be considerable.	Monitor and respond accordingly	Await Brexit and assess any further actions at that time. Likely to take a number of years to fully realise impact.	
35	Other	Loss of equipment issued to officers / councillors upon their leaving	That IT / comms equipment and other items are not returned, leading to financial loss to the council. That branded goods / IT cards are not collected in and are then used to represent the council by unauthorised people That keys / fobs issued are not returned, enabling unauthorised people access to WCC buildings / vehicles.	1	3	All risk areas	Processes in place to monitor all equipment and resources that are issued to individuals – all equipment is issued and signed for, with a similar process to sign back in on day of leaving. Contractual agreement in place with officers and councillors stating expectations in this area.	Review resources issued prior to January 2018 to update asset list and provide full coverage within new policy and processes.	All equipment to be registered and signed out by end of 2018/19 financial year, to provide full coverage of policy and process.	Ops Manager / PandR

Woughton Community Council – Risk Register – 2020/21

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Current	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
36	Other	Equipment failure – IT or comms equipment (telephony system) fails for more than a day, leading to inability to provide services / contact s effectively.	Public unable to contact us. Officers / members unable to communicate effectively. Lack of access to Company Drive / Shared information. Email communications being missed. Potential for essential and urgent communications to be overlooked, leading to additional damage to reputation / activities / etc.	2	4	8	All risk areas	Multiple back up systems in place, ensuring that information is securely stored and accessible from other venues. Alternative premises available with IT in place in event of systemic failure. Both landline and mobile phones in case on single system failure. IT based telephony also possible if necessary.	Review of IT systems and cloud based back up in process. Review of mobile providers and telephony options in place. Different mobile networks in place in case of single provider failure	Annual review of provision. Log of IT / comms issues maintained. IT policies in place to reduce risk of network infection/ virus issues.	Ops Manager / PandR
37		Failure to comply with legislation / Non-compliance with policy and procedure	Legal action being taken against the council from staff member Ensure from employment tribunal and potential costs associated Other legal ramifications from external organisations (e.g. Living Wage Foundation, Unions, etc.)	2	3	6	All risk areas	HR advisors in place with relevant legal support and insurance coverage. Review of all documentation and policies undertaken regularly. Dedicated Operations Manager taking control of all HR issues. Robust sickness management processes in place.	Regular reviews and updating of policies and processes, in partnership with Peninsular HR. Contact with legal advisors in cases of concern, prior to actions being taken	Review of P+P at relevant committees. Annual review of HR with Peninsular.	Ops Manager / PandR
38	Human Resources	Staff absence / long term sickness	Financial impact on council, inability to deliver agreed services / contracts, reputation risks with partners / public, impact on key areas of responsibility (e.g. cleanliness, provision of youth activities, etc.)	2	3	6	All risk areas	Current staffing provision allows for sufficient 'cover' in the event of most service based staff. Senior Managers absence can be managed in the short-term through 'upgrading' of other officers and use of external support. Systems in place to ensure effective support / management of absences where appropriate. Good terms and conditions for staff. Good reputation locally. Limited opportunities suitable candidates elsewhere	Business Continuity Plan being developed to cover these eventualities. Additional budget heading for 'essential staff cover' to be considered for 19/20 budget	Business Continuity Plan in place by Dec 2018 for agreement by PandR 3 rd Dec and Full Council 14 th January 2019.	Ops Manager / PandR
39		Inability to recruit appropriate staff members	Inability to deliver services / comply with regulations / effectively operate as a council	1	4	4	All risk areas		Monitor and evaluate against similar posts.	Address if and when an issue. Consider recruitment processes.	Ops Manager / PandR

Ref	Area	Specific Risk Area	Potential Consequence	Probability	Duration	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
40	Other	Devolution of services – taking on additional demands to replace services currently provided by MKC	Financial impact of unwise / unplanned decisions with regard to taking on additional work (e.g. play parks, waste management, Etc.)	2	4	8	Operational, financial, reputation	Project planning template in operation. Fully costed proposals essential prior to any decision. Committee and Full Council oversight of any new projects taken on. Full cost recovery model expected, unless prior agreement from oversight committee	Proposal template for councillors prior to any officer action being taken, to reduce wasted time.	Sanity check prior to any agreement. Oversight of any new proposal via committee and following officer recommendation.	Council Manager / Full Council
41		Failure to communicate / engage with community members effectively	Lack of commitment from community to WCC activities. View of council as distant and unrepresentative. Failure to deliver what is wanted / needed by community.	2	2	4	Reputation	Service plan item in place and focus agreed for coming year. Regular communication via Gazette, website and social media. Communication and Engagement Plan in place.	Consideration of appointment of specialist engagement contractors to provide consistent and targeted engagement.	Level of feedback from local community members. Feedback with regard to specific areas (e.g. budgets, service plans) and suitable policy to ensure feedback is heard and actioned.	Council Manager / Full Council
42		Failure to have Council Manager CILCA qualified	Loss General Power of Competence and therefore ability to continue to deliver services and support in the most effective way.	2	3	6	Operational, financial, legal	Current Council Manager has CILCA qualification and GPOC has been declared. Recruitment of any future Manager to include CILCA as essential element.	Consideration within training plan for additional officers to undertake CILCA	Regular review of GPOC, with annual declaration.	Council Manager / Full Council
43	Comms	Media coverage that is negative towards WCC	Reputation is impacted, with potential for loss of contracts, staff, councillors and local public to support the endeavours of the council.	1	4	4	Reputation, Operational, financial	Good relationships maintained with local press. Agreed processes in place for responding to press / media contact. Effective delivery in place for services and reputation locally for service delivery.	Positive press releases to be sent fortnightly to maintain, improve local reputation, reducing risk.	Monitor and address if and when an issue	Council Manager / Full Council
44		Social Media coverage	Impact on community cohesion, reputation of WCC, slandering of individual officers / members, inappropriate comments from WCC	2	3	6	Reputation, legal	Social media policy in place. WCC social media well controlled. Monitored daily to ensure suitability. Move from person to page has taken place, further reducing risk	Weekly review of content and plans for coming week / month / year to be developed	Monitor and address if issues arise.	Council Manager / Operations

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Ref	Area	Specific Risk Area	Potential Consequence	Probability	Impact	Score	Risk area	Controls in place	Further action	Implementation / check	Officer / committee responsible
45	Comms	Lack of communication with local residents	Reputation is impacted. Lack of effective consultation and therefore influence from local people. View that WCC isn't delivering. Lack of democratic process.	2	3	6	Reputation, operational	Comms Policy in place. Gazette quarterly. Website and social media used. Regular forums and events to encourage feedback. Survey Monkey account and use enabled. Feedback provided when comments / suggestions made.	Improvements to Website and its use. Review of Gazette and content. Regular 'open sessions' to enable two way discussion and communication. Use of trailer to further engage	Review of all communications with clear targets for engagement and feedback.	Council Manager / Operations
46		Poorly managed complaints system	That people don't feel listened to or heard, that there is failure to comply with our internal processes and potential for censure / action within standards board (for councillors) or internal processes (officers)	1	3	3	Reputation, operational	Detailed policy in place and managed by senior staff. Openness culture and willingness to accept when things go wrong. A learning culture, promoting above.	Reports to committees regarding complaints where necessary.	Monitor and review annually.	Council Manager / Operations
47	Audit	Failure to meet agreed standards within internal or external audit, challenge of accounts via auditing process / qualified accounts via same	Accounts are not accepted. Council is not considered 'quality'. Loss of accreditation. Impact on reputation. Censure from LGA or similar.	1	4	4	All risk areas	Relevant policies and processes in place and monitored regularly via committees. Acceptance that if issues arise, actions to treat and address will be taken.	Review at each audit, addressing any issues and managing any suggestions.	Monitor annually.	Council Manager / RFO / Ops Manager / Full Council.
48	Services	That the council is unable to deliver agreed services: Landscape (contract) Youth (plan) Youth (contract) Advice (plan) Advice (contract) Wellbeing (plan) Community Fridge Environment (plan)	Loss of contracts Loss of good faith Loss of money / income Penalty clauses Reputational damage Lack of support to residents Negative publicity Adverse impact on future precept requests	2	3	6	All risk areas	Robust service planning. HR policies and contingency planning. Sufficient resource and flexibility within workforce to provide cover. Most services provided by choice, rather than contract, reducing risk	Review of contingency planning, service plans and operational plans, adjusting where appropriate.	Monthly Senior meetings, contract reviews and ongoing 1:1 meetings with all officers.	Council Manager / Senior Managers / Services Committee / Full Council.
49	Trailer usage	That using the trailer causes accidents, incidents or issues for local communities that negatively impact.	Traffic issues, damage to landscaping, inability to find suitable areas, lack of trained staff to transport / set up the trailer, insufficient staff to	2	2	4	All risk areas	Sufficient planning in place for all proposed delivery, with risk assessments in advance. Insurance updated to reflect new	Regular reviewing of activity and benefit to take place. Members	Monthly reviews and outcomes monitoring. Review of risk assessment once operating.	Council Manager / Community Services Manager

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To update the council on the Asset Log.

RECOMMENDATION:

1. That the council notes the report and attached document.
2. That the council agreed the updated Asset Log.
3. That the council agreed to publish the 'overview' page of the Asset Log on the website.
4. That the Asset Log is reviewed and presented to council annually (next review for January 2021).

MAIN ISSUES AND CONSIDERATIONS:

The Asset Log details the tangible assets that are owned by the council and forms part of the overall governance of the organisation. This includes inclusion within the annual return (AGAR), forms part of the annual audit and provides an overview of all equipment that should be considered an 'asset' in accounting terms.

Whilst this is not a full and complete list of everything and collates types of equipment into more general headings (e.g. 'fixtures and fittings' or 'furniture'), it provides an overview of what the council has at its disposal. This document also provides a useful guide for issues such as maintenance, contract reviews, etc.

The log reflects the investment that has taken place over the past year, with an overall increase of around £50,000 – this includes the trailer (£15,000), tractor and attachments (£23,000) and additional IT equipment, alongside some new furniture, etc. Our current assets sit at just under £320,000.

PLEASE NOTE THAT THIS DOES NOT INCLUDE TINKERS BRIDGE MEETING PLACE as this is not considered an 'asset' in accounting terms, despite clearly being a valuable asset – it is valued in council accounting terms as £1.

FINANCIAL IMPLICATIONS:

Due to the increasing level of assets, there may be an additional cost when insurance renewal takes place, but this is likely to be negligible.

This log reflects the priority of the council to have tangible assets, rather than leasing / renting equipment and provides a number of 'sellable' assets in the event that they are no longer needed.

STAFFING IMPLICATIONS:

None

OTHER IMPLICATIONS:

The asset log forms part of an overall financial strategy and governance that reflects the demands of audit, good management, quality standards and overall investment in an effective and well documented asset management plan. This is a 'living document' and is updated as and when assets are obtained or disposed of, inline with our disposal policy.

BACKGROUND PAPERS:

Asset Register 2020/21.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To agree the Landscape Agreement for three years, commencing 1st April 2020.

RECOMMENDATION:

1. That the council notes the report
2. That the council agrees to continue delivering Landscaping Services, in line with the specification and agreement provided by MKC
3. That the agreement is signed by the Chair of Council on behalf of the council as a corporate body.

MAIN ISSUES AND CONSIDERATIONS:

Woughton Community Council has been successfully delivering the landscape service as a devolved agreement for the past 5 years. As the only local council delivering through a direct employment model, Woughton has shown the added value of providing a truly local service and this is reflected in the improvements to the landscape across the parish. However, during this period, funding provided by MKC to facilitate this service has reduced, whilst costs associated with delivery have increased. This means that the council is providing additional funding to 'top up' grant funding.

The service is delivered under a grant funding approach, with a service level agreement. With a new tranche of local councils taking landscaping as a devolved service, there is a new agreement that has been proposed, rather than an additional 'extension' to the existing agreement. Whilst broadly similar, this will constitute a new 'contract' from 1st April 2020.

The council has noted its commitment to continuing to deliver this service and as such, this contract reflects the ongoing relationship between MKC and WCC.

FINANCIAL IMPLICATIONS:

As noted above, the funding from MKC for this provision has reduced over the past five year to its current level of £146,900 per year. This level of funding is the proposed amount for the three years of the new agreement, with an option of an increase following an annual review.

It is worth noting that the current MKC contractor has an annual increase of 3.04% built into the contract – this is not reflected in the agreement offered to WCC.

Based upon current budget planning and predictions, WCC will supplement this amount by approximately £50K per annum from other financial sources. This includes staffing, equipment and supplies, building costs and similar. This amount could be reduced by reducing staffing levels but this would have a direct impact on quality and ability to deliver in line with the agreement.

The impact of NOT agreeing to the new SLA would be that WCC would cease to deliver the service. The contractual agreements in place to deliver the service (e.g. rental of the depot, lease of the

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pickup, etc..) would continue. There would also be considerable liabilities regarding redundancy payments, etc.

STAFFING IMPLICATIONS:

The current landscape team provides a sufficient level of activity to enable continuing delivery of the agreement in line with demands of MKC. A decision with regard to continuation of the contract for the apprentice can be made at the end of the current Apprentice Agreement (July 2020).

OTHER IMPLICATIONS:

Failure to agree to continue the landscaping service would have a significant a lasting impact on the locale, on the council reputation and on our relationship with MKC. As a council that has consistently and vocally pushed for devolution, this service has shown over the past five years the potential for local approaches to bring added value to residents.

BACKGROUND PAPERS:

None, but Specification and SLA are available if requested.

AUTHOR

Steve McNay – Council Manager

Code of Conduct

There have been a few incidents over the past few months that have caused concern with regard to the actions of councillors, both within the council and within the wider sector. This paper is intended to act as a reminder to all that the Code of Conduct, alongside specific WCC policies and other legislation is in place and should be considered in all interactions.

Confidentiality

There have been incidents where information that has been discussed within 'private session' (i.e. discussions that take place without the public, due to the nature of the discussions taking place) have then been spoken about outside the council meetings. There are clear rules in place, defined by law, that govern excluding public from meetings, covering two specific issues: staffing / HR issues and issues that may harm / impact upon commercial decisions.

These breaches have the potential to cause issues with regard to a) data protection (one issue related to staff members, where ANY information shared outside the council is a potential breach of GDPR) and b) place the council at a disadvantage when considering business issues.

Please can all members and officers be aware that discussions that take place in private session are exactly that – private and confined to the meeting. Decisions made relating to the discussions may be shared, where appropriate (and will be minuted, where this is applicable).

Professionalism

We will not always agree. There will, I hope, be robust discussion and differing views offered within the council – this is how democracy works. However, it is important to see this for what it is – different people having differing views. This should not ever spill into personal attacks or inappropriate comments. This includes online, in person or via third parties.

Online presence

Whilst it is acknowledged that people have a right to opinions and the right to free speech, below are a selection of posts that have been uploaded by local councillors over the past month or so – not just WCC councillors, but all from Milton Keynes.

Some of you have a personal page and a 'Councillor' page – this doesn't mean that your personal page should be considered private – anything that is placed on social media is considered to be 'published' and is therefore covered by not only legislation relating to libel and harassment, but also falls within the remit of Code of Conduct.

Whilst the council has no power to stop you from doing whatever you choose, please do consider whether whatever it is you are going to post fits in with the aims and objectives of Woughton Community Council, the population you represent and is something that you would be happy to have as part of any 'This is Your Life' book....!

Posts from Facebook



By posting these type of posts, there is a danger that councillors place themselves in a position where they are a) in danger of being accused of racism, b) being accused of sharing inaccurate and misleading content and c) bringing themselves and potentially the council into disrepute.

Overall reminder

The Code of Conduct covers a range of things that should be considered:

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and *without discrimination or bias*.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. *They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.*

These seven principles should guide your approach. Are the actions you take consistent with these principles? Are you acting in the public interest? Are you acting in a leadership role? Are you acting without discrimination?

We will be reviewing the Code of Conduct prior to the new council year, so if there are specific things that you would like to see included, please let the Council Manager know so they can be considered. However, in the meantime, please bear in mind the gentle reminder to consider these issues.

Other policies to bear in mind include (but are not limited to):

- Standing Orders
- Equality and Diversity
- Compliments and Complaints
- Communications and Engagement policy

Steve McNay
Council Manager