

Agenda item FC 37/19 a)

Operations Committee

Minutes of the meeting held on Monday 18th March 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Jordan Coventry (Chair), Pam Wilson (Vice Chair), Pauline Prop, Sue Smith, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson.

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

In attendance: Cllr John Orr, Cllr Kevin Wilson.

Not in attendance: Cllrs Tina El-Shabrawry, Sue Luttmann, Archibald Prempeh.

OC 65/19 Apologies:

There were no apologies given.

NOTED

OC 66/19 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 67/19 Chairs Announcements:

The Chair reminded Members to inform the Council Manager of their availability to assist in the proposed Saturday opening of the Hub.

NOTED

OC 68/19 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 69/19 Minutes of the previous meeting:

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

OC 70/19 To update the committee on matters relating to the Woughton Gazette:

(a) The redesign - **To be reviewed, available on the website along with back copies uploaded, concentrating on local issues.**

(b) To agree the advertising rates - **To review the present rates, and to devise an advertising strategy.**

(c) To agree a strategy to increase the rate of advertising take up - **Will report back to a future meeting on an advertising strategy.**

NOTED

OC 71/19 To update the committee on the recruitment process for the Wellbeing post:

The Council Manager informed the meeting that two (2) applications had been received and were not suitable.

The process has been revisited with the advert being revised and submitted to additional Job Recruitment advertisers.

The advert has now emphasised the added value measures of being employed at Woughton Community Council.

The closing date for applications to be received is Friday 29th March 2019.

NOTED

OC 72/19 To adopt the draft Information Policy February 2019 (incl. DPA 2018 and vexatious process):

It was proposed at the meeting to agree a new Information Policy.

RESOLVED:

- 1. That the committee notes the report.**
- 2. That the committee agrees to adopt the new Information Policy.**
- 3. That this policy is uploaded to the website.**
- 4. That this policy is reviewed within the agreed policy review cycle (in this case, in two (2) years' time).**

OC 73/19 To adopt the Volunteer and Process policy:

To provide a Volunteer policy for the council.

Cllr K Wilson proposed "that the Council Manager and or Senior Managers at Woughton Community Council have the delegated powers to expedite the policy processes in a timely manner to allow flexibility to facilitate any volunteer(s) near to when an event is due and or unexpectedly takes place."

Cllr D Fuller proposed "that a database of volunteers is kept subject to the Data Protection Act regulations."

The Chair proposed "that the Services Committee reviews the safeguarding policy as regards volunteers and the implications / process as regards DBS checks."

RESOLVED:

- 1. That the committee notes the report.**
- 2. That the committee ratifies the attached policy document.**
- 3. That the policy becomes active immediately and all volunteer appointments and management complies with this policy.**
- 4. That the Council Manager and or Senior Managers at Woughton Community Council have the delegated powers to expedite the policy**

processes in a timely manner to allow flexibility to facilitate any volunteer(s) near to when an event is due and or unexpectedly takes place.

5. That a database of volunteers is kept subject to the Data Protection Act regulations.
6. That the Services Committee reviews the safeguarding policy as regards volunteers and the implications / process as regards DBS checks.

OC 74/19 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 75/19 To inform the committee regarding the PAYE financial year 2016/2017:

The Responsible Financial Officer informed the meeting about the issues regarding PAYE for the financial year 2016/2017.

The committee will be updated on a regular basis on how this matter is progressing.

RESOLVED

That the committee notes the report.

The Council Manager and Responsible Financial Officer / Operations Manager left the room for the next agenda item, and therefore did not take part in any of the discussions.

OC 76/19 To review the pay scales for the senior managers:

The meeting discussed the review of the pay scales for the senior managers.

RESOLVED

1. That the committee notes the report.
2. That the committee agrees that both the Council Manager and Responsible Financial Officer / Operations Manager are awarded an increase from 1st January 2019 (one year in post) of two (2) scale points.

The Council Manager and Responsible Financial Officer / Operations Manager then returned back into the meeting.

OC 77/19 To propose appointment of a 'preferred provider' for maintenance and repairs service:

The meeting discussed the proposed appointment of 'preferred provider' for a maintenance and repairs service.

RESOLVED

1. That the committee notes the report.
2. That the committee agrees to appoint XPS as the preferred provider.

Date of next meeting:

To be agreed at the Annual Meeting of Council.

THE CHAIR CLOSED THE MEETING AT 7:23PM

Chair _____ Date _____

DRAFT

Agenda item FC 37/19 b)

Services Committee

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

Present: Cllrs Donna Fuller (Chair), Nick Scott (Vice-Chair), John Orr, Sue Smith, Yvonne Tomlinson, Alan Williamson, Geoff Woolmore.

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

In attendance: Two (2) members of the public.

SD 85/19 Apologies:

Received from Cllr Archibald Prempeh (work commitment).

AGREED

SD 86/19 Declarations of Interest:

There were no declarations of interest.

NOTED

SD 87/19 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

SD 88/19 Chairs announcements:

The meeting was informed that the Chairs Reception will be held on Friday 5th April 2019, if anyone wishes to attend please RSVP.

A Big Conversation meeting about regeneration will be held on Friday 5th April 2019.

The Thames Valley Police Forum meeting will be held on Wednesday 27th March 2019, 7:00pm - 8:30pm at the Coffee Hall Community Centre.

Christ the Vine Church on Coffee Hall will be holding a "Raising the Roof" Service on Sunday 31st March 2019 at 3:00pm.

NOTED

SD 89/19 Minutes of previous meetings:

The minutes of the Services Committee held on Monday 28th January 2019 were **AGREED** and signed by the Chair as a true and correct record.

Grant Aid

SD 90/19 Netherfield Residents Association:

A grant aid application has been submitted for £400.00p to part fund a trip to the Bournemouth Air Show.

RESOLVED

1. That the Committee notes the report.
2. That the Committee awards the amount requested of £400.00p.

SD 91/19 Netherfield Residents Association:

A grant aid application has been submitted for £370.00p to part fund a trip to Clacton.

RESOLVED

1. That the Committee notes the report.
2. That the Committee awards the amount requested of £370.00p.

Reports

SD 92/19 To review the Grant Aid Policy following on from a recent meeting of the Residents Forum:

The Committee was updated on the Grant Aid Process and Policy, reflecting changes and proposing amendments.

RESOLVED

1. That the Committee notes the report.
2. That the Committee agrees to the change of name to 'Community and Environment Fund'.
3. That the Committee agrees to the new scoring process, to ensure transparency and fairness.
4. That unused funds are placed into an 'emergency fund' at the end of each financial year, to enable quick responses where local residents are in urgent need.
5. That all changes are reviewed at the start of 2020 to ensure value, viability and impact.
6. To amend the policy document to say "Those who will benefit the most".

SD 93/19 To progress the proposals from the presentation by Sue Quinn on behalf of Consortium Milton Keynes at the Full Council meeting held on Monday 14th January 2019, about a bid for Outline support into employment and match funding from Parish and Town Councils:

The meeting discussed the matter, and felt that before a recommendation can be considered, there needs to be a more comprehensive and costed plan.

The Committee will then consider in more detail at a future meeting.

NOTED

SD 94/19 To inform the Committee regarding the proposed Saturday morning opening of the community space at the Coffee Hall Hub:

The Committee was informed about the proposed Saturday morning opening of the community space at the Coffee Hall Hub.

RESOLVED

1. That the Committee notes the report.
2. That the Committee agrees, in principle to the idea of Saturday opening, depending on suitable operational concerns being managed (e.g. Officer time, Councillor support, etc.)
3. That the Committee agrees to review this proposal at the end of June to agree continuation or otherwise.

Date of next meeting:

Monday 15th April 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:55PM

Chair _____ Date _____

Agenda item FC 37/19 c)

Services Committee

Minutes of the meeting held on Monday 15th April 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Donna Fuller (Chair), Nick Scott (Vice-Chair), Sue Smith, Yvonne Tomlinson, Alan Williamson, Geoff Woolmore.

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

In attendance: Cllr Kevin Wilson.

SD 95/19 Apologies:

Received from Cllr Archibald Prempeh (work commitment).

AGREED

SD 96/19 Declarations of Interest:

There were no declarations of interest.

NOTED

SD 97/19 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

SD 98/19 Chairs announcements:

The meeting was informed that the Chairs Reception will now be held on Friday 10th May 2019, if anyone wishes to attend please RSVP the office.

NOTED

SD 99/19 Minutes of previous meetings:

The minutes of the Services Committee held on Monday 25th March 2019 were **AGREED** and signed by the Chair as a true and correct record.

Communities and Environment Fund Application(s)

SD 100/19 Jonathans Residents Association:

An application had been received for £500 towards coach hire for a trip to Yarmouth.

RESOLVED

1. That the Committee awards the amount requested of £500, towards coach hire.

2. To request after the trip has taken place that Jonathans Residents Association provides a breakdown of which sheltered housing scheme(s) residents who had attended came from.

Reports

SD 101/19 To discuss and agree the frequency of the Services Committee meetings:

Members discussed the frequency of the Services Committee meetings for the new council year, and agreed to hold them on a monthly basis, with a view to cancelling a meeting if there is a lack of business.

RESOLVED

1. To hold meetings of the Services Committee on a monthly basis, with a view to cancelling a meeting whenever there is a lack of business.

SD 102/19 To clarify proposals for the Community and Environment Grant processes and frequency of grant award discussions:

The meeting discussed the proposals for the Community and Environment Grant processes and frequency of the grant award discussions.

RESOLVED

1. That the committee notes the report.
2. That the committee agrees to the proposal regarding timescales.
3. That the proposals sit alongside the agreed policy and process for the grants panel.
4. That grants are ratified monthly, in line with meetings of the Services Committee, for the new council year.

Date of next meeting:

To be agreed at the Annual Meeting of Council.

THE CHAIR CLOSED THE MEETING AT 6:32 PM

Chair _____ Date _____

Agenda item FC 37/19 d)

Annual Meeting of Council

Minutes of the meeting held on Monday 13th May 2019, 7:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Nick Scott (Vice-Chair), Elina Apse, Janette Bobey, Jordan Coventry, Tina El-Shabrawry, Margaret Ferguson, Donna Fuller, Brian Hepburn, Phillip Hopcraft, Luke Louis, Ruth McMillan, John Orr, Terri Parish, Yvonne Tomlinson, Lauren Townsend, Alan Williamson, Pam Wilson.

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

In attendance: Three (3) Members of the public.

The Council Manager presided in the Chair.

FC 01/19 Election of Chair for the Council year 2019/2020:

The Council Manager asked for nominations for Chair for the Council year 2019/2020.

Cllr Nick Scott nominated Cllr Sue Smith for Chair and Cllr Alan Williamson seconded the nomination.

Cllr Sue Smith accepted her nomination. There were no other nominations.

RESOLVED

That Cllr Sue Smith is elected Chair for the Council year 2019/2020.

FC 02/19 To receive the Chair's Declaration of Acceptance of Office:

Cllr Sue Smith signed the Chair's Declaration of Acceptance of Office.

NOTED

The Chair Cllr Sue Smith now presided in the Chair.

FC 03/19 Election of Vice Chair for the Council year 2019/2020:

The Chair asked for nominations for Vice-Chair for the Council year 2019/2020.

Cllr Nick Scott nominated Cllr Jordan Coventry for Vice-Chair and Cllr Tina El-Shabrawry seconded the nomination.

Cllr Jordan Coventry accepted his nomination. There were no other nominations.

RESOLVED

That Cllr Jordan Coventry is elected Vice-Chair for the Council year 2019/2020.

FC 04/19 To receive the Vice-Chair's Declaration of Acceptance of Office:

Cllr Jordan Coventry signed the Vice-Chair's Declaration of Acceptance of Office.

NOTED

FC 05/19 Apologies for Absence:

No apologies were given.

NOTED

FC 06/19 Declaration of interests:

There were no declarations of interests.

NOTED

FC 07/19 Minutes of previous meeting:

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

- (a) Annual Meeting of Council held on Monday 14th May 2018
- (b) Full Council meeting held on Monday 11th March 2019

RESOLVED

1. To delete Cllr Sue Luttmann as being present at the Full Council meeting held on Monday 11th March 2019.
2. With the above amendment, the minutes of the Annual Meeting of Council held on Monday 14th May 2018 and the Full Council meeting held on Monday 11th March 2019 were **AGREED** as a true and correct record and signed by the Chair.

FC 08/19 Questions from the public:

There were no questions from Members of the public.

NOTED

FC 09/19 To confer the Honorary Citizen of Woughton certificate to Mr Thillai Visvendran:

The Chair conferred the Honorary Citizen of Woughton certificate to Mr Thillai Visvendran, who had served eight (8) years as a Councillor on Woughton Community Council for the Coffee Hall Ward.

Mr Visvendran was asked by the Chair to say a few words.

NOTED

FC 10/19 Election of Leader for the Council year 2019/2020:

The Chair asked for nominations for Leader for the Council year 2019/2020.

Cllr John Orr nominated Cllr Donna Fuller for Leader and Cllr Nick Scott seconded the nomination.

Cllr Donna Fuller accepted her nomination. There were no other nominations.

RESOLVED

That Cllr Donna Fuller is elected Leader for the Council year 2019/2020.

FC 11/19 To agree the roles for the following posts:

- a) Ambassador
- b) Leader of the Council
- c) Chairs
- d) Lead Members

RESOLVED

1. To note the report.
2. To approve the Lead Member Roles as appended to the tabled report.
3. To note the paper describing the roles of the Chairs of the Committees, the Leader of the Council and the Ambassador.

FC 12/19 Election of Deputy Leader for the Council year 2019/2020:

The Chair asked for nominations for Deputy Leader for the Council year 2019/2020.

Cllr Elina Apse nominated Cllr Nick Scott for Deputy Leader and Cllr Janette Bobey seconded the nomination.

Cllr Nick Scott accepted his nomination. There were no other nominations.

RESOLVED

That Cllr Nick Scott is elected Deputy Leader for the Council year 2019/2020.

FC 13/19 Election of the Ambassador to Woughton Community Council for the Council year 2019/2020:

The Chair asked for nominations for Ambassador for the Council year 2019/2020.

Cllr Alan Williamson nominated Cllr Pam Wilson for Ambassador and Cllr Tina El-Shabrawy seconded the nomination.

Cllr Pam Wilson accepted her nomination. There were no other nominations.

RESOLVED

That Cllr Pam Wilson is elected Ambassador for the Council year 2019/2020.

FC 14/19 To approve the 2019/2020 Calendar of Meetings:

To add an additional meeting of the Operations Committee to be held on Monday 17th June 2019.

To delete the meeting of the Operations Committee to be held Monday 22nd July 2019.

To change the time of the Accounts Sub-Committee meeting to be held on Wednesday 12th June 2019 from 6:00pm to 2:00pm.

RESOLVED

1. To add an additional meeting of the Operations Committee to be held on Monday 17th June 2019.
2. To delete the meeting of the Operations Committee to be held Monday 22nd July 2019.
3. To change the time of the Accounts Sub-Committee meeting to be held on Wednesday 12th June 2019 from 6:00pm to 2:00pm.

4. With the above amendments the 2019/2020 Calendar of Meetings were approved.

FC 15/19 To approve Terms of Reference for the following Committees:

- a) Operations Committee
- b) Policy & Resources Committee
- c) Accounts Sub Committee
- d) Services Committee

RESOLVED

To approve Terms of Reference for the following Committees:

1. Operations Committee
2. Policy & Resources Committee
3. Accounts Sub Committee
4. Services Committee

FC 16/19 Election of Members to the Committees:

- a) Election of up to twelve (12) members to the Policy & Resources Committee
- b) Election of up to twelve (12) members to the Operations Committee
- c) Election up to four (4) members to the Accounts Sub Committee from the Policy and Resources Committee
- d) Election of up to twelve (12) members to the Services Committee

RESOLVED

1. To elect the following members to the Policy & Resources Committee - Cllr Elina Apse, Cllr Janette Bobey, Cllr Jordan Coventry, Cllr Donna Fuller, Cllr Brian Hepburn, Cllr Luke Louis, Cllr Ruth McMillan, Cllr John Orr, Cllr Nick Scott, Cllr Sue Smith, Cllr Yvonne Tomlinson, Cllr Alan Williamson.
2. To elect the following members to the Operations Committee - Cllr Elina Apse, Cllr Jordan Coventry, Cllr Tina El-Shabrawry, Cllr Margaret Ferguson, Cllr Ruth McMillan, Cllr Sue Smith, Cllr Yvonne Tomlinson, Cllr Alan Williamson.
3. To elect the following members to the Accounts Sub Committee from the Policy and Resources Committee - Cllr Elina Apse, Cllr Luke Louis, Cllr John Orr, Cllr Sue Smith, Cllr Yvonne Tomlinson, Cllr Alan Williamson.
4. To elect the following members to the Services Committee - Cllr Janette Bobey, Cllr Brian Hepburn, Cllr Luke Louis, Cllr Ruth McMillan, Cllr John Orr, Cllr Terri Parish, Cllr Nick Scott, Cllr Sue Smith, Cllr Yvonne Tomlinson, Cllr Lauren Townsend, Cllr Pam Wilson, Cllr Alan Williamson.

FC 17/19 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:

FC 18/19 Special Meeting of the Operations Committee:

To elect a Chair - The Chair of Council asked for nominations for Chair of the Operations Committee for the Council year 2019/2020.

Cllr Tina El-Shabrawry nominated Cllr Jordan Coventry and Cllr Alan Williamson seconded the nomination.

Cllr Jordan Coventry accepted his nomination. There were no other nominations.

To elect a Vice Chair - The Chair of the Operations Committee asked for nominations for Vice-Chair of the Operations Committee for the Council year 2019/2020.

Cllr Tina El-Shabrawy nominated Cllr Yvonne Tomlinson and Cllr Sue Smith seconded the nomination.

Cllr Yvonne Tomlinson accepted her nomination. There were no other nominations.

RESOLVED

1. That Cllr Jordan Coventry is elected Chair of the Operations Committee for the Council year 2019/2020.
2. That Cllr Yvonne Tomlinson is elected Vice-Chair of the Operations Committee for the Council year 2019/2020.

FC 19/19 Special Meeting of the Services Committee:

To elect a Chair - The Chair of Council asked for nominations for Chair of the Services Committee for the Council year 2019/2020.

Cllr John Orr nominated Cllr Nick Scott and Cllr Alan Williamson seconded the nomination.

Cllr Nick Scott accepted his nomination. There were no other nominations.

To elect a Vice Chair - The Chair of the Services Committee asked for nominations for Vice-Chair of the Services Committee for the Council year 2019/2020.

Cllr Nick Scott nominated Cllr John Orr and Cllr Alan Williamson seconded the nomination.

Cllr John Orr accepted his nomination. There were no other nominations.

RESOLVED

1. That Cllr Nick Scott is elected Chair of the Services Committee for the Council year 2019/2020.
2. That Cllr John Orr is elected Vice-Chair of the Services Committee for the Council year 2019/2020.

FC 20/19 To reconvene the Annual Meeting of the Council:

FC 21/19 To appoint the additional following Members to the Policy & Resources Committee:

- a) Leader of the Council
- b) Deputy Leader of the Council
- c) Chair and Vice Chair of the Operations Committee
- d) Chair and Vice Chair of the Services Committee

RESOLVED

To appoint the additional following Members to the Policy & Resources Committee:

1. **Leader of the Council - Cllr Donna Coventry**
2. **Deputy Leader of the Council - Cllr Nick Scott**
3. **Chair and Vice Chair of the Operations Committee - Cllr Jordan Coventry (Chair), Cllr Yvonne Tomlinson (Vice-Chair)**
4. **Chair and Vice Chair of the Services Committee - Cllr Nick Scott (Chair), Cllr John Orr (Vice-Chair)**

FC 22/19 To appoint any other Members onto the Policy & Resources Committee, subject to there being any surplus position(s)
There were no further appointments onto the Policy & Resources Committee.
NOTED

FC 23/19 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:

FC 24/19 Special Meeting of the Policy & Resources Committee:
To elect a Chair - The Chair of Council asked for nominations for Chair of the Policy & Resources Committee for the Council year 2019/2020.

Cllr Alan Williamson nominated Cllr Sue Smith and Cllr Jordan Coventry seconded the nomination.

Cllr Sue Smith accepted her nomination. There were no other nominations.

To elect a Vice Chair - The Chair of the Policy & Resources Committee asked for nominations for Vice-Chair of the Policy & Resources Committee for the Council year 2019/2020.

Cllr Elina Apse nominated Cllr Jordan Coventry and Cllr Janette Bobey seconded the nomination.

Cllr Jordan Coventry accepted his nomination. There were no other nominations.

RESOLVED

1. **That Cllr Sue Smith is elected Chair of the Policy & Resources Committee for the Council year 2019/2020.**
2. **That Cllr Jordan Coventry is elected Vice-Chair of the Policy & Resources Committee for the Council year 2019/2020.**

FC 25/19 Special Meeting of the Accounts Sub Committee:

- a) To elect a Chair
- b) To elect a Vice Chair

RESOLVED

To defer the election of a Chair and Vice-Chair to the next meeting of the Accounts Sub-Committee.

FC 26/19 To reconvene the Annual Meeting of the Council:

FC 27/19 To appoint members to the following outside bodies and organisations:

- a) Woughton Welfare Trust

- b) Netherfield Hedgerows Family Centre
- c) Milton Keynes Association of Local Councils (3 Members)
- d) Milton Keynes Parish Forum (2 Members)

RESOLVED

To appoint members to the following outside bodies and organisations:

1. Woughton Welfare Trust - Cllr Elina Apse
2. Netherfield Hedgerows Family Centre - Cllr Terri Parish
3. Milton Keynes Association of Local Councils - Cllr Elina Apse, Cllr Sue Smith, Cllr Yvonne Tomlinson
4. Milton Keynes Parish Forum - Cllr Janette Bobey, Cllr Sue Smith

FC 28/19 Member Allowances:

It is recommended that no changes be made to the present level of the Member Allowances for 2019/2020.

RESOLVED

That no changes be made to the present level of the Member Allowances for 2019/2020.

FC 29/19 To approve the following constitutional documents for 2019/2020:

- a) Standing Orders
- b) Financial Regulations

RESOLVED

To approve the Standing Orders and Financial Regulations documents for 2019/2020.

FC 30/19 To agree that Woughton Community Council seeks to adopt the General Power of Competence:

RESOLVED

To defer this agenda item to the July Full Council meeting.

FC 31/19 To refer the following policies to the appropriate committee and to agree that the committees have delegated powers to review, amend and approve such policies:

Operations Committee

- a) Lone Working Policy
- b) Health and Safety Policy
- c) Equal Opportunities and Diversity Policy
- d) Training and Development Policy
- e) Recruitment and Retention Policy
- f) Employment Policy

Policy and Resources Committee

- a) IT Policy

Accounts Sub Committee

- a) Procedure for ordering goods and services

Services Committee

- a) Grant Aid Policy

- b) Safeguarding and Child Protection Policy

RESOLVED

To refer the above policies to the appropriate committee and to agree that the committees have delegated powers to review, amend and approve such policies.

FC 32/19 To approve continuing affiliation to the following bodies:

- a) National Association of Local Councils and the Buckinghamshire and Milton Keynes Association of Local Councils
- b) Milton Keynes Association of Local Council's
- c) Society of Local Council Clerks
- d) The Cooperative Councils Innovation Network

RESOLVED

To approve continuing affiliation to the following bodies:

- a) National Association of Local Councils and the Buckinghamshire and Milton Keynes Association of Local Councils
- b) Milton Keynes Association of Local Council's
- c) Society of Local Council Clerks
- d) The Cooperative Councils Innovation Network

Date of next meeting:

Monday 10th June 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:48PM

Chair _____ Date _____

Woughton Community Council

Internal Audit Report 2018-19: Final

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2018-19 financial year to date, during our visit on 6th November 2018 and 20th May 2019, together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

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

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

Overall Conclusion

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

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

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

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

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

- Ensured that the closing balances, as reported in the 2017-18 Annual Governance and Accountability Return have been correctly carried forward as the opening balances in the current financial year;
- Checked that a full and effective cost centre and nominal account code structure remains in place;
- Checked detail of transactions recorded on the combined cashbook for two bank accounts and the savings account to supporting bank statements for September 2018 and March 2019;
- Agreed detail of all inter-account transfers between the three bank accounts for the same sample month;
- Checked and agreed detail on the bank reconciliations on the combined cashbook as at 30th September 2018 and 31st March 2019 noting that Councillors have been receiving and signing copies of monthly reconciliations.

Conclusions

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

Review of Corporate Governance

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

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

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

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have commenced our testing in this area, examining a sample of 34 payments processed in the year totalling £125,685 and equating to 33% of the year's non-pay related spending. Our sample has again been determined partly statistically and partly substantively for the year in order to ensure compliance with the above criteria.

We have also examined the periodically prepared VAT returns which have been or are in the process of being submitted to HMRC for the financial year to March 2019.

Conclusions

We are pleased to record that no significant issues have been identified in this area of review.

Assessment and Management of Risk

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

- Noted that the Council's Operational Risk assessments and Financial Risk Register was reviewed for the 2018-19 financial year; and

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

Conclusions

We are pleased to report that no issues warranting formal comment or recommendation have been identified in this area.

Precept Determination and Budgetary Control

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We have been advised that the Council, at its 14th January 2019 meeting, approved a precept of £513,806 for 2019-20.

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

Conclusions

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

Review of Income

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

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

- We have been advised that members will be reviewing the fees and charges for hire of the meeting rooms before the financial year end;
- We have examined the nominal ledger transaction reports for the current year's income in respect of the hall hires for the Coffee Hall, Tinkers Bridge, Eaglestone and Netherfield. We have noted that the income from these areas is well below budget apart from the Coffee Hall income which is at 46.3% to September 2018; and
- We have reviewed the sales booking system which operates using RBS bespoke software linked to the Sales ledger. We noted in our previous report and again note that the records retained in the booking system and the Sales Ledger still reflect a high volume of outstanding invoices with circa £46k of receipts outstanding. We

were unable to complete an effective analysis in this area due to the high volume of outstanding invoices dating back to September 2016. We have discussed this with the Community Manager and the Business Support Officer and a review of the processes involved in managing this area will be undertaken. Whilst we have not completed an effective review of the Sales Ledger the shortfall in income and the matching of receipts to the sales ledger is due to many of the receipts are being posted through the cash book.

Conclusions and recommendation

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

RI. Council should review the methodology and operational use of the bookings system in conjunction with the sales ledger and consider the most effective method for reconciliation of the invoices to reduce the outstanding receipts. We have been advised that this is now under review.

Petty Cash and “Debit & Fuel Cards”

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

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

Conclusions

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

Review of Staff Salaries

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

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

- Checked and agreed the gross payments for each of the Council’s employees for September 2018 against the Council Manager’s establishment record;

- Checked the computations for net pay, tax, NI contributions and superannuation deductions for the same sample month by reference to the relevant HMRC and Pension Fund contribution tables; and
- Verified the physical net payments to staff, together with payments to HMRC and the Pension Fund Administrators.

Conclusions

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

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

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

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

Conclusions

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

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

Rec. Recommendation
No.

Response

Review of Income

R1 Council should review the methodology and operational use of the bookings system in conjunction with the sales ledger and consider the most effective method for reconciliation of the invoices to reduce the outstanding receipts. *We have been advised that this is now under review.*

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

WOUGHTON COMMUNITY COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

ADRIAN SHEPHARDS-ROBERTS

Signature of person who carried out the internal audit

Date

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

WOUGHTON COMMUNITY COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes' means that this authority	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

_____ SIGNATURE REQUIRED

Clerk

_____ SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.WOUGHTONCOMMUNITYCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2018/19 for

WOUGHTON COMMUNITY COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	334,817	392,989	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	441,756	474,049	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	398,571	415,861	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	523,815	492,529	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	21,437	26,821	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	236,903	298,218	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	392,989	465,331	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	337,429	397,677	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	221,579	261,569	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	224,061	200,209	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

ADMIN/17

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

WOUGHTON COMMUNITY COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DATE REQUIRED

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Internal Audit Report 2018/19

WAUGHTON COMMUNITY COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			N/A
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

6/11/18 20/5/19

Name of person who carried out the internal audit

A Shepherd-Roberts
For Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

20/5/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis *only*)

Please complete the highlighted boxes.

Name of smaller authority:

Woughton Community Council

County area (local councils and parish meetings only):

Buckinghamshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		465,331.00
Deduct: Debtors (enter these as negative numbers)		
1		
2		
3		
		(81,492.00)
		(81,492.00)
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1		
2		
		-
Total deductions		(81,492.00)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
1		13,838.00
2		
		13,838.00
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1		
2		
		-
Total additions		13,838.00
Box 8: Total cash and short term investments		397,677.00

Explanation of variances – pro forma

Name of member authority:

County Area: Local Councils and

Insert figures from Section 2 of the AQAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 10% between totals for individual boxes (except variances of less than £200).

- a breakdown of approved reserves as the next tab of the total reserves (Box 7) figure is more than twice the annual

proportion of the & above value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses flag variances based on figures above. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	338,817	362,389					
2 Precept or Rates and Levies	441,255	474,340	33,285	7.31%	NO		
3 Total Other Receipts	209,571	415,861	17,250	4.34%	NO		
4 Staff Costs	523,813	492,322	-31,286	5.97%	NO		
5 Loan Interest/Capital Repayment	21,632	28,822	5,384	25.12%	YES		all payments taken the Financial Year May 2018 & November 2018 @ £2094.84 and September 2018 and March 2019 @ £4808.47, as opposed to previous financial year whereby only three payments were made due to the date of the second loan being taken out.
6 All Other Payments	238,963	298,219	61,315	25.68%	YES		It was agreed to procure two vehicles, an electric vehicle for our environment team totalling £15,210 and our Play Rangers Van for our Youth team £16,295, this compensates for £30,505. Also in an effort to become paperless and to improve internal efficiencies we tendered for an IT transition, which included support costs, set up costs and installations, new laptops for officers (due to the inefficiencies of the ones we had) and tablets for our councillors to receive agendas/make comments, report and emails. This totalled £25,690.53 for this financial year.
7 Reserves Carried Forward	392,969	465,331			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	337,429	397,977				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	221,025	251,383	30,960	14.01%	YES		We have procured this year (and now own) x 2 Vehicles (£30,505) x 15 laptops £7875 x 19 Cbr (above £4141) = £42526
10 Total Borrowings	224,661	256,219	31,558	14.04%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Agenda item FC 44/19

Woughton Community Council

Investment Strategy

Policy Principles

Woughton Community Council acknowledges the importance of prudently investing surplus funds held on behalf of the community. All investments will be made in line with the Council's financial procedures and observations or advice received from the Council's internal and external auditors, supported as necessary by advice from the Responsible Finance Officer.

The Council will ensure it has adequate though not excessive cash resources, overdraft or standby facilities to enable it always to have the level of funds available which are necessary for the achievement of its service objectives.

Investment Objectives

1. Woughton Community Council's investment priorities are the security of reserves and adequate liquidity of its investments.
2. Woughton Community Council will aim to maximise income from its investments commensurate with proper levels of security and liquidity.
3. Woughton Community Council will seek to ensure that investment income is consistent year on year.
4. Where external investment managers are used, they will be contractually required to comply with this strategy.
5. In balancing risk against returns, the Council is more concerned to avoid risks than to maximise return(s)
6. All investments will be in Sterling (GBP)

Specified Investments

Specified investments are those offering high security and high liquidity, made in Sterling (GBP) and maturation of no more than one year. Such short-term investments made with the UK Government or local authority or a town or parish council will automatically be Specified Investments.

For prudent management of its treasury balances, maintaining sufficient levels of security and liquidity Woughton Community Council will use;

1. Deposits with banks, building societies, local authorities or other public authorities.
2. Other recognised funds specifically targeted at the Public Sector.
3. The choice of institution and length of deposit will be at the discretion of the Responsible Finance Officer in consultation with the Chair of the Policy and Resources Committee. Recommendations must be agreed at Full Council by majority vote.

Non-Specified Investments

These investments have greater potential risk such as investments in the money market, stocks and shares. Woughton Community Council will use the services of an appointed FSA accredited Financial Advisor on the investment of these funds. The choice of investment company will be reviewed within the first year of every new administration following an election or more frequently if the performance of the investments is not meeting the required objectives.

Long term investments, defined as greater than 36 months will be required to have the appropriate level of security as all other public investment criteria.

The Council will expect the RFO to act as the Investment Manager to invest in a balanced portfolio that will yield a consistent income/growth year on year whilst having regard to the Council's objectives and security of its investments. The RFO will be encouraged to consider social, ethical and /or environmental factors or criteria when selecting retaining or disposing of assets.

End of Year Investment Report

At the end of each financial year the RFO will present a report on the investment activity to Full Council.

End of Year Investment Report

This strategy will be reviewed annually by the Policy and Resources Committee. The Committee reserves the right to make variations to the Strategy at any time, subject to approval at Full Council.



Author
Samone Winsborough
RFO

WOUGHTON COMMUNITY COUNCIL

PURPOSE OF REPORT:

To inform council of a planning application and decide on a course of action.

RECOMMENDATION:

1. That the Council notes the report.
2. That the Council decides if formal representations should be made on behalf of the Council.

MAIN ISSUES AND CONSIDERATIONS:

An application has been made to MK Council to re-develop the building to the rear of the local centre that was previously the pub garden and housing for the publican. The proposal is to demolish the existing property and build a total of eight flats over two floors, with 4 one bedroom and 4 two-bedroom dwellings.

The application is a second submission, after there were concerns expressed by MKC with regard to the pre-application proposals, reducing from two blocks in an 'L' shape, to a single rectangular block.

The properties are being proposed by a private developer, the owner of the local centre and car park, and will be sold at market rates. There is no provision for 'affordable' housing, although it is likely that these properties will be at the cheaper end of the MK market.

Whilst the application meets most criteria for development within the locale, fitting in with both MKC and the WCC Neighbourhood Plan, there are some key areas of concern:

- This development is within the regeneration zone and by creating new properties, it is possible that this will reduce the options available for any bigger programme in the future. The Neighbourhood Plan (NP) talks about 'redevelopment master-planning' as an essential part of any significant programme and this development would fall outside this.
- The rules around parking spaces for new builds are defined within MKC policy documents and suggest that for this building, an additional 13 spaces would be needed. The applicant has provided an alternative to this, by suggesting use of the existing local centre parking. Whilst there may be some disagreement with the assessment provided that states that there are a minimum of 22 'spare' spaces, provision of space within the car park could be used as a condition of any planning agreement.
- WCC NP does allow for development within the local centre but is clear that this should be 'live/work' units. The applicant has suggested that this was to protect the shop fronts, rather than to prevent further developments

and is linked to the potential for flats above shops (which is not possible in Netherfield). It is worth noting that the original 'pre-application' submission was responded to by MKC that this wouldn't be supported as the application was not consistent with this policy (WN16).

There are also clear benefits to this application:

- Additional housing, especially of this size, would be helpful for the parish and may enable some local people to access the housing market
- The properties would mean that the current run down and unpleasant space would be redeveloped, providing additional dwellings (currently one dwelling, to be replaced by 8)
- There would be additional income via the precept for WCC through the additional properties
- There is the potential for this development to provide much needed 'oversight' of an area that is subject to some ASB, nuisance and similar (although this could also be considered a negative for anyone living within those properties).

FINANCIAL IMPLICATIONS:

Additional property equates to additional income via precept.

STAFFING IMPLICATIONS:

None

OTHER IMPLICATIONS:

None noted.

BACKGROUND PAPERS:

Planning application form and plans

AUTHOR

Steve McNay – Council Manager

**Application for Planning Permission.
Town and Country Planning Act 1990**

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Site Address

Number	29
Suffix	
Property name	Land to the rear
Address line 1	Farthing Grove
Address line 2	Netherfield
Address line 3	
Town/city	Milton Keynes
Postcode	MK6 4JH

Description of site location must be completed if postcode is not known:

Easting (x)	486974
Northing (y)	236765

Description

Land to the rear

2. Applicant Details

Title	
First name	
Surname	Wildview Ltd
Company name	
Address line 1	c/o agent
Address line 2	
Address line 3	
Town/city	
Country	

2. Applicant Details

Postcode	<input type="text"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

Are you an agent acting on behalf of the applicant?

Yes No

3. Agent Details

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Sam"/>
Surname	<input type="text" value="Dix"/>
Company name	<input type="text" value="Smith Jenkins Ltd"/>
Address line 1	<input type="text" value="5 Warren Yard"/>
Address line 2	<input type="text" value="Warren Park"/>
Address line 3	<input type="text" value="Old Wolverton"/>
Town/city	<input type="text" value="Milton Keynes"/>
Country	<input type="text"/>
Postcode	<input type="text" value="MK12 5NW"/>
Primary number	<input type="text" value="01908410422"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text" value="sam@smithjenkins.co.uk"/>

4. Site Area

What is the measurement of the site area? (numeric characters only).	<input type="text" value="724"/>
Unit	<input type="text" value="sq metres"/>

5. Description of the Proposal

Please describe details of the proposed development or works including any change of use.

If you are applying for Technical Details Consent on a site that has been granted Permission In Principle, please include the relevant details in the description below.

Has the work or change of use already started?

Yes No

6. Existing Use

Please describe the current use of the site

Former pub garden (A4 use class) and ancillary manager's accommodation

Is the site currently vacant?

Yes No

If Yes, please describe the last use of the site

Former pub garden (A4 use class) and ancillary manager's accommodation

When did this use end
(if known)?

DD/MM/YYYY

Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated

Yes No

Land where contamination is suspected for all or part of the site

Yes No

A proposed use that would be particularly vulnerable to the presence of contamination

Yes No

7. Materials

Does the proposed development require any materials to be used?

Yes No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material):

Walls

Description of existing materials and finishes (optional):

Description of proposed materials and finishes:

Upper: render finish painted light grey
Lower: common brickwork painted dark grey

Roof

Description of existing materials and finishes (optional):

Description of proposed materials and finishes:

Kingspan low pitch profile cladding (merlin grey)

Windows

Description of existing materials and finishes (optional):

Description of proposed materials and finishes:

Grey powder coated aluminium RAL 7021

Are you supplying additional information on submitted plans, drawings or a design and access statement?

Yes No

If Yes, please state references for the plans, drawings and/or design and access statement

Please see covering letter

8. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

Yes No

Is a new or altered pedestrian access proposed to or from the public highway?

Yes No

Are there any new public roads to be provided within the site?

Yes No

Are there any new public rights of way to be provided within or adjacent to the site?

Yes No

8. Pedestrian and Vehicle Access, Roads and Rights of Way

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

Yes No

If you answered Yes to any of the above questions, please show details on your plans/drawings and state their reference numbers

Please see covering letter

9. Vehicle Parking

Is vehicle parking relevant to this proposal?

Yes No

10. Trees and Hedges

Are there trees or hedges on the proposed development site?

Yes No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

Yes No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of your local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

11. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

Yes No

If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

Yes No

Will the proposal increase the flood risk elsewhere?

Yes No

How will surface water be disposed of?

Sustainable drainage system

Existing water course

Soakaway

Main sewer

Pond/lake

12. Biodiversity and Geological Conservation

Is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

To assist in answering this question correctly, please refer to the help text which provides guidance on determining if any important biodiversity or geological conservation features may be present or nearby; and whether they are likely to be affected by the proposals.

a) Protected and priority species:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

b) Designated sites, important habitats or other biodiversity features:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

12. Biodiversity and Geological Conservation

c) Features of geological conservation importance:

- Yes, on the development site
 Yes, on land adjacent to or near the proposed development
 No

13. Foul Sewage

Please state how foul sewage is to be disposed of:

- Mains Sewer
 Septic Tank
 Package Treatment plant
 Cess Pit
 Other
 Unknown

Are you proposing to connect to the existing drainage system?

Yes No Unknown

14. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

Yes No

If Yes, please provide details:

Bin store area

Have arrangements been made for the separate storage and collection of recyclable waste?

Yes No

If Yes, please provide details:

Bin store area

15. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

Yes No

16. Residential/Dwelling Units

Due to changes in the information requirements for this question that are not currently available on the system, if you need to supply details of Residential/Dwelling Units for your application please follow these steps:

1. Answer 'No' to the question below;
2. Download and complete this supplementary information template (PDF);
3. Upload it as a supporting document on this application, using the 'Supplementary information template' document type.

This will provide the local authority with the required information to validate and determine your application.

Does your proposal include the gain, loss or change of use of residential units?

Yes No

Please select the proposed housing categories that are relevant to your proposal.

- Market
 Social
 Intermediate
 Key Worker

Add 'Market' residential units

16. Residential/Dwelling Units

Market: Proposed Housing						
	Number of bedrooms					Total
	1	2	3	4+	Unknown	
Flats/Maisonettes	4	4	0	0	0	8
Total	4	4	0	0	0	8

Please select the existing housing categories that are relevant to your proposal.

- Market
 Social
 Intermediate
 Key Worker

Add 'Market' residential units

Market: Existing Housing						
	Number of bedrooms					Total
	1	2	3	4+	Unknown	
Flats/Maisonettes	0	1	0	0	0	1
Total	0	1	0	0	0	1

Total proposed residential units

8

Total existing residential units

1

17. All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

Yes No

18. Employment

Will the proposed development require the employment of any staff?

Yes No

19. Hours of Opening

Are Hours of Opening relevant to this proposal?

Yes No

20. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

Is the proposal for a waste management development?

Yes No

If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make it clear what information it requires on its website

21. Hazardous Substances

Does the proposal involve the use or storage of any hazardous substances?

Yes No

22. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- The agent
 The applicant
 Other person

23. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

Yes No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title	
First name	Sam
Surname	Taylor
Reference	18/01416/PRELAR

Date (Must be pre-application submission)

02/08/2018

Details of the pre-application advice received

Please see covering letter

24. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

Yes No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

25. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. ** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- The applicant
 The agent

25. Ownership Certificates and Agricultural Land Declaration

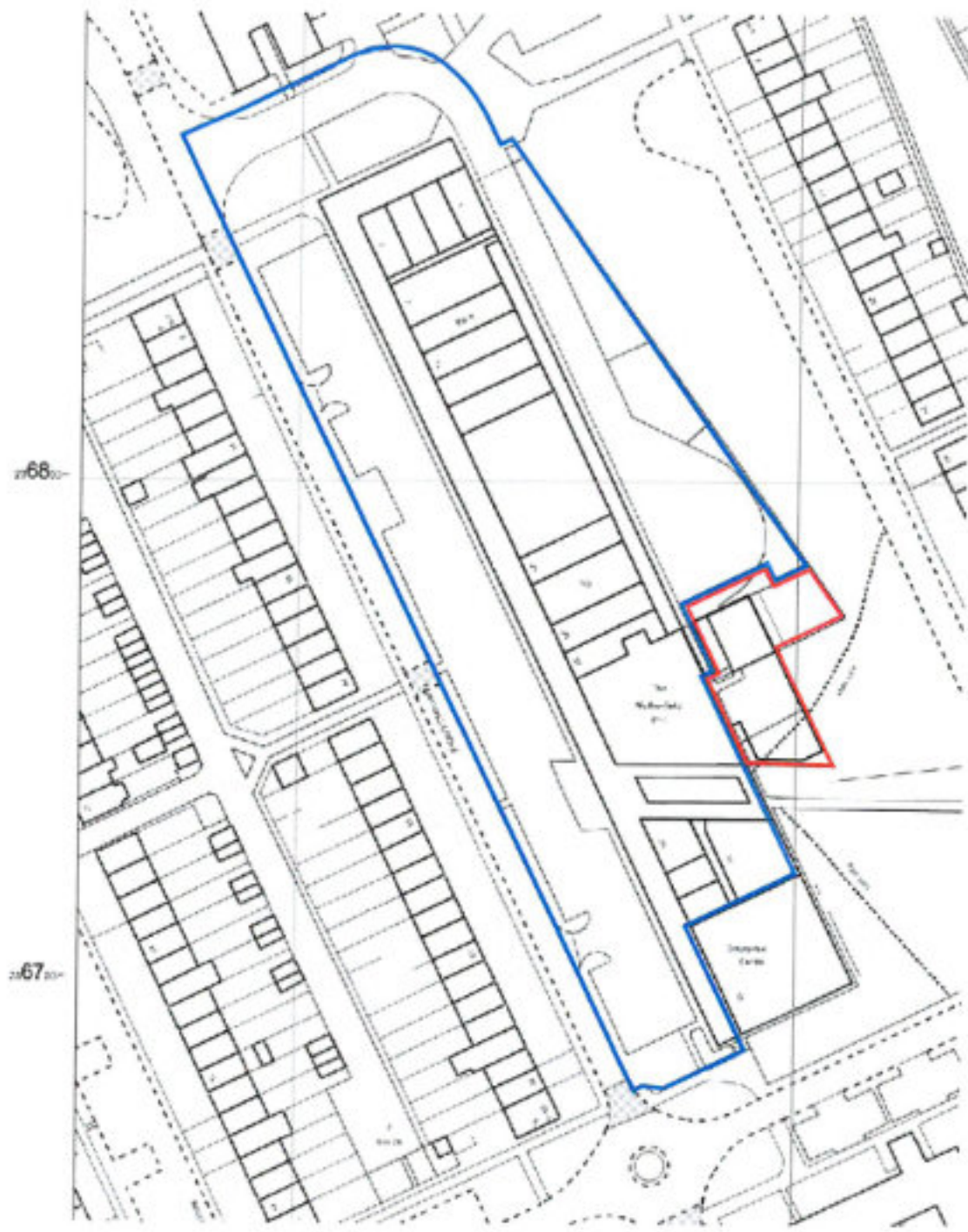
Title	Mr
First name	Sam
Surname	Dix
Declaration date (DD/MM/YYYY)	10/05/2019

Declaration made

26. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Date (cannot be pre-application) 10/05/2019



Location Plan
Application Site Area = 0.07 hectares

revisions		
no	description	date

Client Name	Wildview Ltd			
Project Name	Farthing Grove, Netherfield, Milton Keynes, MK4 6JH			
Drawing title	Location Plan			
Job No	drg.no	Rev.	Scales	Status
608- 11 - 16	313		1:1250 @ A4	



architectural design
john pary jones

designing for : retail - commercial - residential

1 Llwynon Terrace
Great Orme
Llandudno
Conwy
LL30 2QP



Tel: 01492 872642
Mob: 07778 836792
email: jjp@aol.com
www.jpjarchitecturalsdesigns.co.uk

REVISIONS	



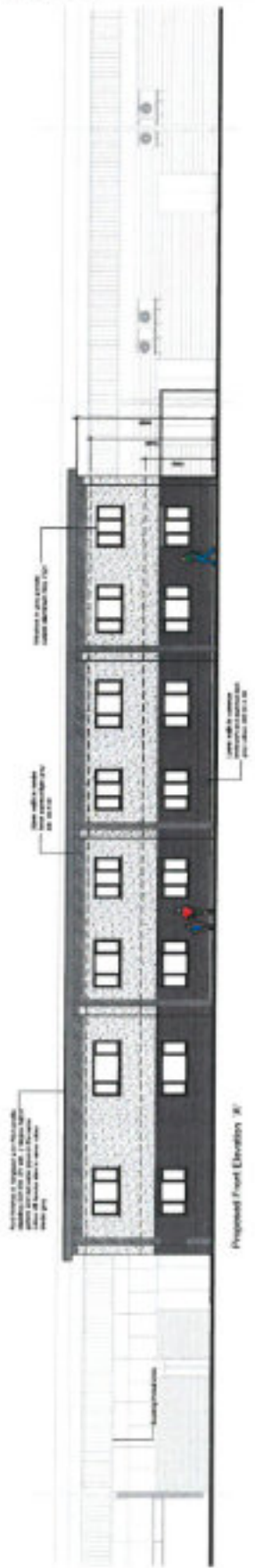
Project
 Proposed New Flats at rear of
 existing retail units Farthing
 Grove
 Netherfield
 Milton Keynes, MK6 4JH

client
 Wildview Ltd
dwg title
 Proposed Block Plan

IPD architectural design
 (pre-pay, post-pay)
 118, Park Square
 Cambridge
 CB2 3RQ
 UK
 Tel: 01223 316330
 Fax: 01223 316330
 Email: info@ipddesign.com
 Website: www.ipddesign.com

job no	608-11-16	dwg no	312	rev	
scale	1:500	@	A3	date	

GENERAL NOTES:
 1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BRITISH STANDARDS INSTITUTION (BSI) STANDARDS.
 2. THE DRAWING SHALL BE USED IN CONJUNCTION WITH THE PROJECT SPECIFICATION AND THE PROJECT REPORT.
 3. THE DRAWING SHALL BE USED IN CONJUNCTION WITH THE PROJECT REPORT AND THE PROJECT SPECIFICATION.
 4. THE DRAWING SHALL BE USED IN CONJUNCTION WITH THE PROJECT REPORT AND THE PROJECT SPECIFICATION.
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 10. THE DRAWING SHALL BE USED IN CONJUNCTION WITH THE PROJECT REPORT AND THE PROJECT SPECIFICATION.



Proposed Front Elevation 'X'



Proposed Side Elevation 'C'



Proposed Rear Elevation 'D'



Proposed Side Elevation 'Y'

Proposed New Flats at rear of existing retail units
 Farning Grove
 Newnham
 Milton Keynes, MK11 4JY

Wilshview Ltd
 Proposed Elevations
 8 No Flats

PLEASE NOTE:
 THE DRAWING IS FOR INFORMATION ONLY AND IS NOT TO BE USED FOR CONSTRUCTION. THE DRAWING IS NOT TO BE USED FOR CONSTRUCTION. THE DRAWING IS NOT TO BE USED FOR CONSTRUCTION.

NO.	REVISION

joj
 JOYCE ORR
 ARCHITECTS
 100-110
 1100 GRIFFIN
 MILTON KEYNES MK11 4JY

DATE	000 - 11 - 10	NO.	311
SCALE	1:100 (A1)		