

**Agenda item: FC 277/21**

**WOUGHTON COMMUNITY COUNCIL**

**Full Council**

**Monday 26<sup>th</sup> April 2021**

**PURPOSE OF REPORT:**

To update the Council on potential transfer of Eaglestone Activity Centre.

**RECOMMENDATION:**

- 1. That council notes this report, the attached survey and Heads of Terms.**
- 2. That council considers whether transfer of Eaglestone Activity Centre is the preferred course of action for the council.**
- 3. That council considers whether any remedial work / additional financial contribution should be requested from MKC prior to any transfer.**
- 4. That should council agree to a transfer, that a programme of works be delivered to address the immediate needs, as identified within the survey and a longer term plan be developed and funded.**
- 5. The Council Manager recommends that £80,000 is agreed as the investment needed to bring up to standard all aspects of the centre and that a minimum of £25,000 is needed to provide a building that is sufficiently secure for transfer.**

**MAIN ISSUES AND CONSIDERATIONS:**

The transfer of Eaglestone Activity Centre (EAC) to Woughton Community Council (WCC) has been under discussion for several years. Previously, this has been delayed due to concerns relating to the condition of the building, with additional concerns following the flooding of May 2018 and the remedial work undertaken following this incident; damage to squash courts, small meeting room and office, which has been addressed and, to the most part, resolved (although some issues remain, especially relating to water ingress into the lower level).

More recently, Milton Keynes Council (MKC) has undertaken some improvements to the centre, refurbishing the entrance hall and main toilets. This has made a difference and has modernised those aspects of the building – this is both positive (in terms of those areas being up to standard) and negative (in terms of showing how far behind the remainder of the centre is).

MKC sent through 'Heads of Terms' (the first stage towards a long term agreement between MKC and WCC) in December 2020 and have been pushing for agreement since that time. This situation was discussed at Full Council in February 2021 (Item FC 256/21) where council requested a full survey was undertaken to identify any outstanding issues and make sure that any decision could be made with full understanding of the risks. This was actioned and Allcott Commercial were appointed to undertake this survey.

There is a full report included within these papers – this is 136 pages long and includes details of all internal and external elements of the building. To cover the salient points:

In the view of this survey,

- The building is structurally sound.
- There are some elements that require immediate attention, such as minor repointing / replacement of mortar, removal of vegetation, improved drainage to the front of the property, etc.
- There are some elements that will need refurbishment / replacement over the medium term (including kitchen, downstairs changing facilities, etc.)
- There are some additional checks that would be suggested, including a full gas safety check and a full electrical systems check, alongside an underground drainage examination.
- There are other elements that will require additional investment to 'make good' including the rubberised play space, flat roof repairs and checks to the squash courts to ensure no further water damage. Some of this work is urgent.

The report looks at each and every space, identifying issues and suggesting timescales for action which range from 'immediate' (with a year) to 'very long term' (over 20 years away). The 'immediate' issues highlighted are:

## **EXTERNAL**

- Cleaning of all gutters (page 9).
- Replacement of flat roof (page 15) which links to numerous issues throughout
- Various infilling, repointing, brickwork replacement that covers both fabric of the building, external walls and significant elements of boundary / retaining walls (pages 11, 13, 16, 17, 22, 25, 73, etc.)
- Drainage improvement to front of building (page 26), lowering drainage channel (page 11) and issues with membrane (page 18).
- Creation of hardstanding path across nursery playground as fire escape route.

## **INTERNAL**

- Check leaks from above (pages 67, 70, 79, 86, 93, 95, etc.)
- Electrical testing throughout (pages 30, 64, 71, 88, etc) including some specific elements.
- Gas system testing and training on use.
- Replacement of roof light and surrounds (page 81)
- Check on suitability of glass as 'safety glass' (small meeting room and viewing gallery).
- Further checks and repairs to squash courts (this may sit with MKC following the flooding and the lack of sign off since then – issues that remain unsorted) (page 100 onwards).

There is considerable further work potentially needed too:

- Fire system may not be compliant.
- Disabled toilet (rear of building) is out of date and will need work.
- Kitchen will need replacing.
- Downstairs changing areas are recommended for complete refurbishment as significantly damaged and outdated (but we knew this).
- Potentially a structural engineer needed for the squash courts to assess situation, as movement, leaks and damage is very obvious.

## **FINANCIAL IMPLICATIONS:**

There is a considerable financial impact of this decision; even to address the immediate needs that are noted above, estimates provided within the report suggest £20k plus, not including the replacement roof light.

With further works estimated as below and the expectation that the unexpected will happen, a total of £80,000 is an estimate that is realistic based upon this survey.

The additional costs that have been specified within the survey include:

- Gutter clearance	£1,000
- General roof repairs	£1,000
- Flat roof repairs	£12,500 (plus roof light work)
- Window replacement	£3,000
- Brickwork	£2,500
- Door adjustments	£350*
- Internal décor	£1,900
- Painting of squash courts	£1,100**
- Boiler and gas check	£700
- Electrical checks and tests	£1,000
- Removal of vegetation	£1,250
- Survey of drains	£600
- Replace kitchen	£8,000
- Improvements to disabled WC	£1,500
- Changing rooms downstairs	£12,500
- Data and outlets	£1,700

This is £50k plus and doesn't include a number of potential issues (e.g. improved drainage to front, issues around dampcourse and drainage channels, etc.) or any unseen difficulties that are almost certain to appear.

\* Doors have been noted for replacement which would be significantly more and would add £2-5k to the costs.

\*\* This is an estimate and doesn't include any of the other issues relating to the squash courts – again, likely to be significantly more.

## **STAFFING IMPLICATIONS:**

None specifically relating to this paper.

## **OTHER IMPLICATIONS:**

There is nothing that states that WCC must take on this building. However, if the transfer doesn't happen, it will likely be offered to other organisations who may then choose to use it differently and not necessarily in line with WCC expectations.

There is significant potential within the building, but this will require significant additional investment. The amounts noted above could be 'capitalised' over a number of years (i.e. if £90k is what is needed to get the building sorted and fit for 10 years, this equates to £9k per annum, which could (and should) be covered by additional income. However, the costs of EAC are already high (around £10k per annum just to stand empty, with rates, gas, electric, water, etc.) and so careful consideration would need to be given. Additionally, the need to provide ongoing, regular maintenance programmes means an additional £3 – 5k annually should be budgeted, even with the refurbishment noted above.

With more complete usage and assuming that existing costs remain relatively static (i.e. £10k running costs plus a similar amount for direct caretaker cover, so £20k per annum), plus maintenance costs, this would mean that a minimum of £35k per year through income would be needed to justify this option (based upon purely financial value). At £15 per hour for main hall rental, this equates to 2,333 per year (194 hours per month / 45 hours per week / 7 hours per day). This is around 55% capacity and doesn't include any rental of office space, small meeting room or squash courts (should they come back into use). It also doesn't include any 'free' space for resident associations or otherwise.

It is hard to assess the level of rental income given the impacts over the past year and the potential for this to continue to reduce income for some time to come. With rentals available for 12 hours per day, 7 days per week, full capacity would be 84 hours per week.

Based upon a 'snapshot' of rentals (this is based on one week in January 2020), rental and income for EAC was:

- Main hall was rented for a total of 38.5 hours @ £15 per hour = £577.50
- Small meeting room for a total of 15 hours @ £6 per hour = £90.00
- Total rental per week of £667.50 per week or, based on 50 weeks per year, £33,375.

This level of income does not include any office rental, squash court or multi-use space and during this week, there were no rentals on Saturday and significant 'voids' during afternoons / evenings during the week and small meeting room was used very little. The main hall was used for just under 50% of possible rental time, with the small meeting room used for just under 20% capacity. This suggests that there is potential for additional income to be brought in, especially if squash courts are utilised and improvements mean a more welcoming, useable space.

It should be noted that this level of use is NOT currently in place and bookings for the foreseeable future are not at this level. The impact of restricted numbers continues to reduce use.

As can be seen, this is a finely balanced decision from a financial viewpoint. The value or otherwise of managing this building and thereby retaining control of the space is an additional consideration – the youth team, storage space, flexibility for RA usage and community events, having a visible presence at the heart of Eaglestone and a space that can be used by the community are all added values that cannot be assessed in purely fiscal terms.

**BACKGROUND PAPERS:**

Building Survey - EAC - March 2021.

Full list of EAC recommendations.

**AUTHOR**

Steve McNay – Council Manager

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Recommendations from EAC Survey

A summary is provided on pages 125 – 127 of the report, covering what is felt urgent and immediate. This also mentions some longer term aims, such as replacing the kitchen and downstairs changing areas.

Issue to be addressed	Page No(s)	Notes
Clear moss and debris from roof	8, 19	
Removal and rebidding of ridge tiles (medium term)	8, 19	Fits in with significant amount of mortar, repointing, brick replacement, wall rebuilds and various other elements
Clearance of all gutters and downpipes	9, 21	
Provision of maintenance records for shutters	10, 26	Unlikely – what there is, we probably have.
Cyclical maintenance of wooden window frames (NB also recommended for replacement with PVC windows)	10, 25	Replacement windows @approx £3000
Infilling holes in brickwork	11, 16, 22	
Lowering of drainage channel to 150mm below DPC	11	
Raking, repointing and replacing brickwork	11, 13, 16, 22, 24, 25, 73	
Monitoring of expansion joints	13	
Adjustment to external doors (NB also recommended for replacement with new doors)	13, 72	New doors (especially to the rear entrance) @ £2 – 3K
Removal of vegetation	14, 18, 20, 78, 91	Can be undertaken by WCC officers
Rear columns – significant brickwork including replacement of brick, use of ‘faces’ to cover ‘blown’ bricks, etc.	17, 21	BIG work at high level – scaffold probably needed
Membrane issues	18	To wall abutting MUGA
Clear vents to rear of the building (mainly vegetation issue)	21	Can be done by WCC officers
Cleaning of door fittings to prevent further deterioration	26	
Drainage to front of the building	26	Potentially significant works
Fences clean down and realignment	27, 32, 35	
Leaf removal and general schmutter management	28	Around the MUGA and steps
Rail fixings to be moved and potential replacement	30	Steps to the MUGA
Electrical systems and individual bits tested and assessed	30, 64, 71, 88	
Brick replacement and top three tiers of wall rebuilt, plus other associated elements (expansion joints, retaining wall removal, etc.)	32, 24, 35	External walls around the nursery play area
Improvements to fire escape from squash courts area	33	
Creation of ‘hardstanding’ path across nursery outdoor area to act as fire escape route	34	
CCTV inspection of underground drainage systems	37	
Replacement of flat felt roof and flashings	15	Major works costed at £12.5k plus
Work needed on flooring in nursery outdoor area, as trip hazard	73	Uncosted
Repointing internal brickwork	38, 73	
Query re damp in front entrance porch – monitor and address	38	
Fire alarm maintenance records / security alarm records	43	Unlikely – what there is we probably have
Replace windows in all toilets (x 3)	49, 51, 62	Costed at £3k+
Redecoration noted in many places as damaged / shabby	45,	
? Re centre section of mens cubicles? Monitor	50	
Replace cover of ceiling grille	53	Uncosted, so additional to any figures mentioned

**Agenda item: FC 278/21**

**WOUGHTON COMMUNITY COUNCIL**

**FULL COUNCIL**

**Monday 26<sup>th</sup> April 2021**

**PURPOSE OF REPORT:**

To provide an End of Year report to the council on achievements / challenges relating to the Annual Service Plan.

**RECOMMENDATION:**

- 1. That Council notes the report.**
- 2. That Council agrees to continuation where appropriate over the coming year, due to impact of pandemic.**
- 3. That any budgetary implications are built into re-forecasting once financial situation (i.e. end of year, etc.) is clear.**

**MAIN ISSUES AND CONSIDERATIONS:**

This has been an unusual year, with a Service Plan that was created prior to any knowledge of what was to come and one that has been dominated by Covid-19, restrictions, closures, and the need for the council to adjust and respond to changing needs and demands. With the situation changing so rapidly at times, councillors and officers have worked hard to ensure that the essential elements of council work continue as well as addressing the concerns and needs of our community.

This situation means that the Service Plan has had some challenges – these have been further impacted by other changes, reliance on external bodies and changes to policies, programmes and expectations.

There are 21 items on the Service Plan for 2020/21, broken down into specific committee areas – this report groups items into committees, so numbers are not consecutive in all cases. The ‘end of year’ report is:

**SERVICES**

1 – Woughton on the Road. The trailer is up and running and the wrapping should happen, if somewhat later than anticipated. We are working with a new design team to agree visuals and provide wrapping for the trailer and other vehicles.

2 – Community Allotments. Transfer is progressing. Planning being considered. All searches and legal preamble have been concluded, so final straight in terms of the transfer. Planning is proving trickier, with a lack of willingness from officers to attend the site and agree what is / isn't feasible. It is anticipated that as restrictions reduce, this can be managed more effectively.

6 – Increase the equipment library. Due to MKC refusing permission for additional storage, the ‘hold’ on the community growing space and the need to reduce spending, we will replace broken but not

increase the number of items this year. Some additional items in place (pressure washer, carpet cleaner) and webpage / online form being created.

8 – Resident Skills Development. No face-to-face training at the current time, but some online sessions have taken place (food hygiene, etc.).

10 – Waste, recycling and the environment. Hampered by the lack of face to face work possible, but plans in place to re-focus and deliver this year. Resident Associations are providing some good work, supported by WCC officers and this can be further expanded with the right focus and priority.

12 – Community Development – continuing, but in a different way. Some good work started (e.g. Beanhill Comm Garden, online Res Association Forum) but restrictions limit significantly. Larger focus expected post Covid, with budget attached.

13 – Events. Trailer and Play Rangers have happened. Pop up café has been successful. Limits to what is possible, but consideration for different types of event continuing. Plans for coming year, on the understanding that these may or may not be possible. Will be ‘oven ready’ when situation allows.

17 – Youth Council. Unlikely in 2020, but potential for early 2021 for new council year / new school year (either May or September).

18 – CCTV. Decision to make on spend, given impact of CV19 on budgets. Meeting with TVP and MKC postponed due to covid and lack of clarity around impact remains (unwillingness / unable to confirm that action would be taken even if CCTV evidence).

19 – MK Storehouse. Decision made and reduced funding awarded.

## **OPERATIONS**

3 – Community Engagement. Limited actions possible but beginning to restart as the situation allows. Some good work with trailer and maintaining a presence within the Hub, via the Community Fridge, has been a bonus. Gazette, social media and similar have all brought positive feedback and suggest that engagement, whilst different to what was envisaged, has continued nevertheless.

7 – Woughton Business Forum. Terms of reference in place, membership agreed and ready to commence once F2F meetings possible.

11 – Training and Development. An area which has suffered significantly this year and one which the council aims to provide considerable focus over the coming year. Mental Health First Aid took place (limited in scope and mixed feedback), and planning for Safeguarding introduction completed, with officers undertaking in Mid April and councillors to follow shortly afterwards.

15 – Accreditation. Due to changes within the accreditation process, some adjustments necessary prior to submitting. Application in place and assessment process planned. Paper to go to FC in June stating that we meet all relevant standards.

16 – Website / communications improvements. Work ongoing:

a) evaluation completed and plan in place, with majority of work completed on 'test site'

b) unable to engage and one on work experience due to CV-19, but may be possible in the future

c) Increased and increasing impact of officers contributing, but there remain challenges with both officers and councillors providing content as needed.

d) Comms Guidelines and Policy reviewed.

e) Advertising and notice boards policy in development

f) Gazette tender process on hold whilst budget agreements made and decisions on frequency and similar and ratified.

21 – IT Systems and improvements. Ongoing work with many aspects postponed until able to work directly. No training has taken place, which is essential, but new finance / booking systems have been installed and should bring benefit. Programme for coming year to address these issues.

#### POLICY AND RESOURCES\*

4 – Play Park and Open Space Assessment. This work has started with play areas all visited. The longer terms plans remain incomplete, but work continues with Landscape, Resident Associations and MKC to create this, focusing on bio-diversity and community involvement.

5 – Community Led Housing. Agreed as 'on hold' as financial impacts too significant for the council at the current time. Consideration for future involvement remains an option, especially as plans for estate renewal progress.

9 – Long Term Planning. Submissions received from each service manager with regard to the next 5 years, alongside earlier work undertaken to focus aspirations of the council. Intention to have as part of councillor 'awayday' scuppered by lack of awayday. Work to continue over coming year to ensure councillor involvement and engagement.

14 – Partnerships and Clustering. Mainly on hold as other priorities, but some excellent partnership work undertaken over the past year, which can be further built upon over the coming year(s). Refocusing the 'larger parishes' forum as restrictions allow and creation of the charity both provide further opportunities for the coming year.

20 – Policy and Procedure. Most elements of this achieved, with reviews happening, all policies 'branded' and formatted correctly and uploaded onto the website, with all relevant HR policies also available via the payroll app. Some cleansing of previous

policies still needed to clean up SharePoint and ensuring most up to date versions are available the priority for coming year.

**FINANCIAL IMPLICATIONS:**

There are areas where lack of action means that budgets remain unspent. There are some areas where monies will be needed in the coming year and budgets should be forecasted (or re-forecasted) to reflect this now that the reality of finance is clearer. This should include wrapping vehicles, community garden works, a new focus on training and development with funding to reflect this and, if budgets allow funding for an integrated recording system that enables effective and secure data

management for services (e.g. youth, advice, etc.), which was previously noted as needed by without sufficient budget to allow.

**STAFFING IMPLICATIONS:**

None perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

Service Plan 2020/21.

**AUTHOR:**

Steve McNay – Council Manager

**Agenda item: FC 279/21**

**WOUGHTON COMMUNITY COUNCIL**

**Full Council**

**Monday 26<sup>th</sup> April 2021**

**PURPOSE OF REPORT:**

To update users on Metro Bank facilities.

**RECOMMENDATION:**

- 1. That the Committee notes the report**
- 2. That the Committee agrees with removal of current users listed below.**
- 3. That the Committee agrees to the addition of users listed below.**

**MAIN ISSUES AND CONSIDERATIONS:**

After vetting our online banking facility with Metro Bank, we need to remove redundant users who are set up on our accounts.

I recommend the removal of all councillors who are no longer with us, and of the landscape and youth manager as officers. Council policy states only the accounts department are authorised to complete payments and therefore the need for officers to have a debit card is no longer a necessity.

We will need to sanction removal of Cllr Kevin Wilson and Cllr Thillai Visvendran, Natasha Darling (Youth Manager) and Ian Tegerdine (Landscape Manager.)

I am suggesting we add Marta Sobis as finance assistant, so she is able to make payments via Metro Bank which she is currently unable to do, therefore payments through this facility are made by the RFO. We should also add Cllr Nick Scott as the Chair of Services & Communities Committee.

These amendments will ensure that chairs of committees, and senior management/finance have oversight/signatory authority of the online banking on a day to day basis – and ensure the whole finance team is equipped to utilise it's functions i.e. payments.

Therefore signatories across Metro Bank facility will be as follows:

Steve McNay – Council Manager  
Samone Winsborough – RFO & Operations Manager  
Marta Sobis – Accounts Assistant  
Cllr Donna Fuller – Leader of Council  
Cllr Sue Smith – Chair of Finance and Resources Committee  
Cllr Nick Scott – Chair of Services & Communities Committee  
Cllr Jordan Coventry – Chair of Operations committee

These changes should be reflected over all of our Metro Bank accounts and a mandate has been completed, pending approval myself and Steve as Council Manager can sign off and send back to metro bank to effect changes.

**FINANCIAL IMPLICATIONS:**

None perceived.

**STAFFING IMPLICATIONS:**

None perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO

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**WOUGHTON COMMUNITY COUNCIL**

**Full Council**

**Monday 26<sup>th</sup> April 2021**

**PURPOSE OF REPORT:**

To confirm hall hire rates for FY 2021/22.

**RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to proceed with publication of new rates for FY 2021/22.**

**MAIN ISSUES AND CONSIDERATIONS:**

After recent circumstances, and national lockdown it is prudent to review any outdated agreements and more specifically to review cost analysis of our community centres.

We have first-hand experience in seeing how important our centres are for our income generation, and that they make up a large percentile of our income year on year.

It seemed rates and rental have been erratic and inherited from previous agreements made prior to employment of current RFO. Due to the nature of the previous year we have encountered and the launch of our new bookings system it seems now is the right time to review the rates offered and to ensure that rental rates are adhered to as a policy and not veered from unless under extenuating circumstances whereby this can be authorised after review via the RFO.

**FINANCIAL IMPLICATIONS:**

We currently have a variety of agreements with different groups who have been offered different tiers of discount depending on who has previously authorised the agreement, I am suggesting the following rates are to be followed across the Council:

Charity, community groups.	STD RATE	£20.00 per hour
Corporate, private hire	CORP RATE	£25.00 per hour
Special discounted rate	VIP RATE	£15.00 per hour

I am suggesting we have ONE discounted rate which sits at a specified amount, due to the cost of running the facilities space should not be offered for less than £15.00 per hour to ensure we are not running at a loss. The special rate should only be introduced due to extenuating circumstances i.e. a regular re-occurring booking for a long period that will bring in substantial income or, a substantial positive impact for

our immediate community(ies.) discounted rates should not be discussed as standard but referred to the RFO if bookings officer feels it would be beneficial to negotiate down to a discounted rate.

We have worked hard over the last few years to review outdated agreements when they have been due to renew to get as many groups up from outdated rates (which are not cost efficient anymore) from circa £10 per hour up to a standard rate of £15 per hour. Due to the fact we will have groups returning upon easing of lockdown and new groups enquiring I feel it prudent to improve and officiate our pricing structure to ensure all groups are quoted correctly.

Any bookings which have commenced on previous agreement will be honoured until their booking expires and they need to rebook – upon ratification of this paper all groups of pre-existing rates will be given a minimum of three (3) months' notice in writing of our new rates for FY 2021/22. We are not expecting this to affect many of our groups as many are yet to return, it states in our terms of hire that we are at liberty to make changes to rates and will give notice.

These should be the rates published on our website, and scribe bookings which we are hoping to have operational by end of next month (we are just waiting for their development team to go live with the staggered pricing option online, so we are able to go live with the system.)

**STAFFING IMPLICATIONS:**

Bookings officer and RFO time.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO

**Agenda item: FC 281/21**

**WOUGHTON COMMUNITY COUNCIL**

**FULL COUNCIL**

**Monday 26<sup>th</sup> April 2021**

**PURPOSE OF REPORT:**

To update the committee on the Covid19familiesuk application from the Communities and Environment Fund.

**RECOMMENDATION:**

- 1. That the committee notes the report and attached documentation.**
- 2. That the committee agrees to a suitable level of funding, if any.**

**MAIN ISSUES AND CONSIDERATIONS:**

The application in brief:

**Covid19familiesuk**

Covid19familiesuk are a network of support groups for anyone who has been bereaved during the pandemic. They organise memorial events and activities and offer professional and practical support to anyone struggling with their grief. There are 37 regional groups across the UK supporting over 3,500 bereaved, and they have been featured on BBC National News and BBC Look East.

Covid19familiesuk are hosting a memorial lantern parade and ceremony in Milton Keynes to allow the bereaved a moment to unite in their grief and to have that final farewell of which so many have been denied due to lockdown restrictions.

The memorial event will allow family members of those who lost their lives, as well as friends, neighbours and colleagues an opportunity to pay their respects and to remember those who they have lost.

**FINANCIAL IMPLICATIONS:**

The total requested is £1,000.

**STAFFING IMPLICATIONS:**

None noted.

**OTHER IMPLICATIONS:**

None noted.

**BACKGROUND PAPERS:**

Application form – Covid19familiesuk  
Application overview – Covid19familiesuk

**AUTHOR**

Sean Perry – Community Services Manager

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## Woughton Community Council Communities and Environment Fund Application Form

*Please read the Guidance Notes prior to completing this application form.  
These are available on our website or on request from our offices.*

**Name of organisation:** Covid19familiesuk **Date of Application:** 29.03.21

### Status of organisation

Charity

Registered charity number

Company Limited by Guarantee

Company number

Other (please state) Voluntary group looking to eventually gain charity status

### Contact Information for the organisation

Address:

Telephone Number:

Email address:

Website:

**Contact Name:** Deborah Lewis **Position:** Founder/President  
(someone who has full knowledge of this application)

Address (if different form above)

Telephone Number:

**What are the aims and objectives of your organisation?** Please provide full details of your organisation, the work you do and the outcomes you aim to achieve.

Covid19familiesuk are a network of support groups for anyone who has been bereaved during the pandemic. We organise memorial events and activities and offer professional and practical support to anyone struggling with their grief. We have 37 regional groups across the UK supporting over 3500 bereaved and have been featured on BBC National News and BBC Look East.

**Amount requested: £1,000**

**What do you require the grant for?** Please provide details of the project, giving as much information as possible to enable the panel to fully assess the application.

Covid19families are hosting a memorial lantern parade and ceremony in Milton Keynes to allow the bereaved a moment to unite in their grief and to have that final farewell of which so many have been denied due to lockdown restrictions. We are asking all parishes to make a contribution towards hosting this event which will benefit every community in Milton Keynes.

**How have you identified a need for the project (scoring criteria 1)?** What consultation, if any, have you undertaken? How did you do this? What were the responses?

Through our 37 regional groups and 3500 members, we have identified the need for the bereaved to be allowed a formal farewell to those lives lost. Since the pandemic 127,000 lives have been lost across the UK.

Milton Keynes is a diverse community with many residents having families, and friends living in other areas of the country but lockdown restrictions have denied them the opportunity to attend the funeral, see family, or to travel and support and comfort their bereaved. Many simply have not had that chance to say goodbye.

**How will the project improve the quality of life for people who live in, work or visit the Woughton Parish area (scoring criteria 3, 6 and 7)?** (Peartree Bridge, Eaglestone, Leadenhall, Coffee Hall, Beanhill, Netherfield, Tinkers Bridge, Redmoor and Bleak Hall). Please provide as much information as possible – how will this project change people's lives? What impact will it have? What do you want the project to achieve? If applicable, how will it impact upon the environment?

This memorial event will not only allow family members of those lives lost, but will also allow friends, neighbours and work colleagues an opportunity to pay their respects and to remember those of whom they have lost.

Many of the bereaved have been forced to grieve in isolation with very little support or comfort. This event allows them to come together with others, and feel supported in their grief.

It will also allow those struggling the opportunity to access professional bereavement support as well as allow those vulnerable and alone to reach out and communicate with others.

What are the consequences of not undertaking this project? Please provide a full explanation showing how this will impact on the proposed beneficiaries.

The pandemic has had a devastating effect upon everyone but non more so thn upon the bereaved who have had to endure almost 12months of isolation and grieving with very little support. NOT undertaking this project is not only prolonging that bereavement but is also preventing those struggling with their mental health from accessing support.

How will you work to make this project sustainable in the future, to reduce dependency on grant funding (scoring criteria 2)?

We are working tirelessly to raise the funds to enable Covid19families to become a registered charity which means that in future we will be able to qualify for lottery funding and others, to make this an annual event

For projects that focus on the environment (scoring criteria 7), please provide details of how the project will make a positive change / impact.

**When will the project/ activity start and finish?**

23.06.21 from 18.00-22.00

**Who will benefit from the grant (scoring criteria 3)?**

- |  |  |
|--|--|
| <input type="checkbox"/> Adults              | <input type="checkbox"/> Older adults (55yrs+)     |
| <input type="checkbox"/> Children (0-11yrs)  | <input type="checkbox"/> Young People (12 – 18yrs) |
| <input type="checkbox"/> Men                 | <input type="checkbox"/> Women                     |
| <input type="checkbox"/> The whole community | <input type="checkbox"/> BAMER Communities         |

**How many beneficiaries of the project/activity reside or work in the Woughton Parish area?**

The exact numbers of those affected by loss and beareavement is not known. Due to Milton Keynes diverse population ,and as such has many residents in all parishes who have familiy living elsewhere. And have been prevented from acknowledging that grief due to lockdown restrictions.

eg. I myself lost my father . However my father lived in Cheshire and I reside in Milton Keynes, meaning that during this pandemic, I was prevented from contact with my family during my grief.

**How have you reached this figure?** Please explain how you have arrived at this figure what process you have used.

127,000 beareaved across the Uk, Bereavment charities estimate that there are over a million people currently struggling with grief. It is also remembered that grief is not only reserved for immediate family but ,neighbours, friends, work colleagues may also be struggling with their grief and the fact thT THEY HAVE BEEN DENIED CLOSURE THROUGH A WAKE OR MEMORIAL.

**Woughton Community Council Priority is Poverty, with 3 focus strands, please tick which is appropriate to your project (scoring criteria 6)**

Youth

Food

Advice

How does your project meet the priorities identified above?

Youth- We are currently in discussion with the National Childhood bereavement alliance in how we can expand our services to include support and provision for our grieving children.

ADVICE- We have access to several local and national bereavement services and counsellors and we are able to signpost those needing professional grief support to the relevant services both nationally and in their own locality.

**Project Finances (scoring criteria 5)**

Please give us a breakdown of the **total cost** of the project for which you are applying, and how much you are requesting from Woughton Community Council.

Item	Total Cost	Amount requested from WCC
Staging, Sound, Lighting	£3,000	£1,000
Public Liability Insurance	£124.00	£
Wet weather provision	£1,000	£
Lantern memorial packs	£200.00	£
Seating for dignitaries	£200.00	£
Portaloos Provision	£1,000	£
Covid Safe measures	£1,000	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Total</b>	<b>£6,524</b>	<b>£1,000</b>

Do you expect the activity/project to generate an income? YES  NO

If so, how much?

£

How will the income be used?

We hope to collect donations that will go towards our £5,000 target required to enable us to apply for charity status

**How will you raise any outstanding balance?**

We have asked all parishes to show their support for their parish bereaved by contributing to the cost of hosting this event.

Have you made an application to other funders for this project/activity? Or do you intend to?

If so please tell us who they are, how much you have requested and when you expect a response.

<b>FUNDER</b>	<b>AMOUNT REQUESTED</b>	<b>AMOUNT AWARDED</b>	<b>RESPONSE DATE</b>
MK Community Foundation	£3,000	£3,000	17.03.21
Aylesbury Town Council	£2,000	£refused	29.03.21
Shenley Church End	£1,000	£refused	10.03.21
All other parishes	£4,000	£awaiting responses	

**How will you know if the project has been successful?** If your project is successful, you will be asked to provide an evaluation, so please consider how you will show success – testimonials, feedback forms, statistics (no of people, demographics, etc.) could all be used to support this.

We already have confirmed attendance from BBC National news, Bbc Look East and the National Mirror newspaper

Please provide details of 2 **independent** referee's (this cannot be someone that is related to the applicant or living in the same property) who has knowledge of the project. This person should be easily contactable and must agree on amounts.

Name

Address

Email

Telephone number

---

Name

Address

Email

Telephone number

**Have you contacted the Community Officer and/or a Woughton Parish Councillor regarding this application?**

- Community Officer
- Woughton Community Council Officer
- Woughton Community Councillor

If so who? NO. I have approached the Parish Council directly

**In the event that your application is successful please state who the grant cheque should be made payable to / please provide bank account details for direct payment.**

Payable to:

Sort Code:

Account No:

**COMMITTEE**

Chairperson

Telephone / Email

Treasurer

Telephone / Email

Secretary

Telephone / Email

I confirm that the information contained within this form is correct and that I have attached the required documents

Name: Deborah Lewis Position: Founder/President

Signature:\* D.Lewis Date: 29.03.21

\*If completing electronically, we will consider this as your 'electronic signature'.

**Please note, you may also be asked to give a short presentation to the Services Committee or at the Chairs Awards on how the Grant has benefited the local community.**

By returning this form you will have given permission under the Data Protection Act 2018 to have your details registered on the Woughton Community Council database. Woughton Community Council will only use this information to provide you with details of schemes and events which may be of interest to you. Please tick this box if you do not wish to receive this information.

Agenda item: FC 282/21 b)



Tuesday 27<sup>th</sup> April 2021

**To: All members of Woughton Community Council**

**Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair),** Elina Apse, Janette Bobey, Margaret Ferguson, Donna Fuller, Brian Hepburn, Phillip Hopcraft, Luke Louis, Ruth McMillan, John Orr, Terri Parish, Nick Scott, Liz Simpkins, Lauren Townsend, Alan Williamson, Pam Wilson

### **NOTICE OF ANNUAL PARISH MEETING**

You are hereby summoned to attend the Annual Parish Meeting to be held on **Tuesday 4<sup>th</sup> May 2021** commencing at **5:30pm** via Zoom Video Call, when the business set out in the following agenda will be transacted.

**Members of the public are welcome to watch proceedings via the Woughton Community Council Facebook page.**

Cllr Sue Smith  
Chair of Woughton Community Council

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

**An opportunity for members of the public to ask any questions and to raise any issues relating to the business undertaken by Woughton Community Council.**

**Followed by the Annual Meeting of Council which will commence at 6:00PM.**

Agenda item: FC 282/21 b)



Tuesday 27<sup>th</sup> April 2021

**To: All members of Woughton Community Council**

**Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair),** Elina Apse, Janette Bobey, Margaret Ferguson, Donna Fuller, Brian Hepburn, Phillip Hopcraft, Luke Louis, Ruth McMillan, John Orr, Terri Parish, Nick Scott, Liz Simpkins, Lauren Townsend, Alan Williamson, Pam Wilson

### **NOTICE OF ANNUAL MEETING**

You are hereby summoned to attend the Annual Meeting of Council to be held on **Tuesday 4<sup>th</sup> May 2021** commencing at **6:00pm** via Zoom Video Call when the business set out in the following agenda will be transacted.

**Members of the public are welcome to attend via the Woughton Community Council Facebook Live page.**

Steve McNay  
Council Manager

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

**FC 01/21 Election of Chair for the Council year 2021/2022**

**FC 02/21 To receive the Chair's Declaration of Acceptance of Office**

**FC 03/21 Election of Vice Chair for the Council year 2021/2022**

**FC 04/21 To receive the Vice-Chair's Declaration of Acceptance of Office**

**FC 05/21 Apologies for Absence:**  
To receive and record apologies from members.

**FC 06/21 Declaration of interests:**  
Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable

pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

**FC 07/21 Minutes of previous meeting:**

To receive and approve as a correct record the minutes of the meeting held on Monday 19<sup>th</sup> April 2021.

**(Attached)**

**FC 08/21 Questions from the public:**

To allow questions and comments from the public (maximum of 10 minutes in total).

**FC 09/21 To agree the roles for the following posts:**

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

**(Attached)**

**FC 10/21 Election of Leader for the Council year 2021/2022**

**FC 11/21 Election of Deputy Leader for the Council year 2021/2022**

**FC 12/21 Election of the Ambassador to Woughton Community Council for the Council year 2021/2022**

**FC 13/21 To approve the 2021/2022 Calendar of Meetings:**

**(Attached)**

**FC 14/21 To approve Terms of Reference for the following Committees:**

- a) Operations Committee
- b) Planning, Licencing & Development Committee
- c) Resources & Finance Committee
- d) Services & Communities Committee

**(Attached)**

**FC 15/21 Election of Members to the Committees:**

- a) Election of up to twelve (12) members to the Operations Committee
- b) Election of up to nine (9) members to the Planning, Licencing & Development Committee (one (1) representative per estate).
- c) Election of one (1) deputy with full voting and speaking rights covering each of the following Wards: Coffee Hall, Eaglestone, Netherfield and Peartree Bridge, to attend in the absence of a Planning, Licencing & Development Committee Member (up to four (4) Ward Members in total).
- d) Election up to four (4) members to the Resources & Finance Committee.
- e) Election of up to twelve (12) members to the Services & Communities Committee.

**(Proposed Committee membership list to follow)**

**FC 16/21 To adjourn the Annual Meeting of Council to hold the following special Committee Meetings:**

**FC 17/21 Special Meeting of the Operations Committee:**

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

**FC 18/21 Special Meeting of the Planning, Licencing & Development Committee:**

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

**FC 19/21 Special Meeting of the Resources & Finance Committee:**

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

**FC 20/21 Special Meeting of the Services & Communities Committee:**

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

**FC 21/21 To reconvene the Annual Meeting of the Council:**

**FC 22/21 To appoint members to the following outside bodies and organisations:**

Members are reminded that, should they be appointed to serve as a representative on these bodies they will be expected to report to Council, either verbally or in writing, following their attendance at meetings.

- a) Woughton Welfare Trust (1 Member)
- b) Milton Keynes Association of Local Councils (3 Members)
- c) Milton Keynes Parish Forum (2 Members)

**(Proposed Outside Body Membership List to follow)**

**FC 23/21 Member Allowances:**

It is recommended that no changes be made to the present level of the Member Allowances for 2021/2022.

**(Report attached)**

**FC 24/21 To approve the following constitutional documents and policies for 2021/2022:**

- a) Standing Orders
- b) Financial Regulations
- c) Comments, Compliments & Complaints
- d) Declaration of Gifts and Hospitality
- e) Information
- f) Freedom of Information Publication Scheme
- g) Lead Member Roles
- h) Code of Conduct
- i) Councillor Allowances and Expenses
- j) Information Technology for Councillors
- k) Risk Register

**(Attached)**

**FC 25/21 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) Regeneration
- b) Social Media
- c) Health & Safety
- d) Lone Working
- e) Driving at Work
- f) Capability and Sickness Management
- g) Incident Plan
- h) Red Alert - Emergency advice
- i) 1to1 Supervision and Support
- j) Employment
- k) Maternity, Paternity, Parental and adoption
- l) Redundancy
- m) Training and Development
- n) Absence and leave
- o) Equal Opportunities and diversity
- p) Officers Allowances and Expenses
- q) Security IT
- r) Volunteer Policy and Process
- s) Appraisal and Review
- t) Recruitment and Retention
- u) Sickness
- v) Disciplinary Procedures
- w) Banking Procedures
- x) Procurement
- y) Tendering Procedures

**Resources & Finance Committee**

- a) Investment strategy

**Services & Communities Committee**

- a) Safeguarding
- b) Early Years & Child Provision

**FC 26/21 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:**

Tuesday 8<sup>th</sup> June 2021, 6:00pm via Zoom Video Call and Facebook Live.  
(Subject to the agreement of the 2021/2022 Calendar of Meetings).

