

Agenda item: FC 09/21

Woughton Community Council

Full Council

Tuesday 4th May 2021

Role of the Ambassador

The Ambassador shall be regarded as the First Citizen of Woughton for civic matters.

- He or She will represent the Parish at Civic and other similar events.
- He or She will receive and welcome civic leaders visiting from other authorities.
- He or She will represent the Parish at local events and activities hosted by local groups and organisations such as fetes, socials, cultural occasions and such like.
- He or She will forge links with local community organisations, schools, faith groups, local businesses, charities and statutory bodies.
- He or she will represent the Parish, when invited at significant occasions concerning individuals in the Parish (for example, weddings, funerals, significant birthdays and anniversaries).

The Ambassador will be supported by a designated Officer at the Community Council and will be proactive in fulfilling the above roles.

The Ambassador will be expected to be non controversial in the execution of their role and avoid making controversial comment.

Role of the Leader/Deputy Leader

The Leader/Deputy will provide the key political leadership to the Council and shall take the lead on all budgetary and financial planning matters other than the formal matters defined for the Resources & Finance Committee.

The Leader/Deputy will be the prime member spokesperson for the Council and will lead representation of the Council on other and to other organisations.

The Leader will liaise with other lead members and senior managers at a corporate level and will make key recommendations following such consultation and liaison with Officers and other lead members.

The Leader/Deputy Leader in particular will ensure a close working relationship with the Council Manager but will take care not to provide or assume managerial leadership.

The Leader/Deputy Leader will be consulted at draft stage on all reports and agendas for the Council and Committees.

Chairs/Vice Chairs

Chairs and Vice Chairs shall play an important role in relation to their own committee (Council in the case of Council Chair/Vice Chair). They shall be consulted on all such agendas and reports and will provide effective committee leadership.

In consultation with the Leader they shall act as member spokesperson within the terms of reference of their own committee.

They shall liaise closely with the Council Manager or other officer designated by him/her and with the Leader/Deputy Leader of the Council.

The Council Chair in addition will ensure that the Councils Constitution, Standing Orders and other regulations are adhered to and that the highest ethical and moral standards are adhered to.

Last review date:	May 2019
Next review date:	May 2021
Lead:	Council Manager
Overseeing Committee:	Full Council
Approved:	
Review cycle:	Annually

Agenda item: FC 13/21

Woughton Community Council Calendar of Meetings	2021/2022
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May-21				Jun-21				Jul-21			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
Tue	4th	5:30pm	Parish Meeting	Tue	1st	6pm	Operations	Tue	6th	6pm	Resources & Finance
Tue	4th	6pm	Annual Meeting	Tue	8th	6pm	FULL COUNCIL	Tue	13th	6pm	FULL COUNCIL
Tue	11th	6pm	Planning	Tue	15th	6pm	Planning #	Tue	20th	6pm	Planning
Tue	18th	6pm	Services & Communities	Tue	22nd	6pm	Services & Communities #	Tue	27th	6pm	Services & Communities
Aug-21				Sep-21				Oct-21			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
				Wed	1st	6pm	Operations	Tue	5th	6pm	Resources & Finance
				Tue	7th	6pm	Resources & Finance	Tue	12th	6pm	Full Council
			No Committees in August	Tue	14th	6pm	FULL COUNCIL	Tue	19th	6pm	Planning
				Tue	21st	6pm	Planning #	Tue	26th	6pm	Services & Communities
				Tue	28th	6pm	Services & Communities #				
Nov-21				Dec-21				Jan-22			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
Tue	2nd	6pm	Operations	Wed	1st	6pm	Resources & Finance	Wed	5th	6pm	Operations
Tue	9th	6pm	FULL COUNCIL	Tue	7th	6pm	Full Council	Tue	11th	6pm	Full Council
Tue	16th	6pm	Planning #	Tue	14th	6pm	Planning	Tue	18th	6pm	Planning #
Tue	23rd	6pm	Services & Communities #	Tue	21st	6pm	Services & Communities	Tue	25th	6pm	Services & Communities #
Feb-22				Mar-22				Apr-22			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
Tue	1st	6pm	Resources & Finance	Tue	1st	6pm	Operations	Tue	5th	6pm	Resources & Finance
Tue	8th	6pm	Full Council	Tue	8th	6pm	FULL COUNCIL	Tue	12th	6pm	FULL COUNCIL
Tue	15th	6pm	Planning	Tue	15th	6pm	Planning #	Tue	19th	6pm	Planning
Tue	22nd	6pm	Services & Communities	Tue	22nd	6pm	Services & Communities #	Tue	26th	6pm	Services & Communities
May-22											
Day	Date	Time	Committee								
Tue	3rd	05:30	Parish Meeting								
Tue	3rd	6pm	Annual Meeting								

Agenda item: FC 23/21

WOUGHTON COMMUNITY COUNCIL

FULL COUNCIL

Tuesday 4th May 2021

PURPOSE OF REPORT:

To make proposals regarding the councillor allowances for the council year 2021/22.

RECOMMENDATION:

- 1. That Council notes this paper.**
- 2. That council agrees to the following proposals.**
 - a. That councillor allowances continue to be paid.**
 - b. That in the absence of any further recommendations from MKC, allowances remain unchanged for the year 2021/22.**
 - c. That council tasks the Resources and Finance Committee to undertake a piece of work over the coming year to benchmark WCC allowances and consider a proposed course of action for 2022/23.**

MAIN ISSUES AND CONSIDERATIONS:

Councillor allowances have remained at the current level for several years, in line with the MKC recommendations. However, in addition to the basic allowance, an additional amount has been paid towards the cost of broadband where councillors have claimed this. Not all councillors claim allowances and not all claim the additional broadband allowance.

With the lack of guidance from umbrella organisations or from MKC recommendations, it is recommended that the Resources and Finance Committee undertakes a piece of work to consider the issue of allowances, potentially to look at the reality of what costs are associated with being a councillor, including broadband / telephone provision, IT, office costs, travel, etc. alongside benchmarking against comparable councils and then making a recommendation for the council year 2022/23.

For the coming council year (2021/22), it is recommended that we retain the current level of allowance, including the broadband allowance that is allocated in addition to the basic allowance.

FINANCIAL IMPLICATIONS:

None over the coming council year.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

AUTHOR

Steve McNay – Council Manager

Agenda item: FC 24/21

WOUGHTON COMMUNITY COUNCIL

Full Council

Tuesday 4th May 2021

PURPOSE OF REPORT:

To notify the council of any amendments made to the Finance regulations.

RECOMMENDATION:

1. That the Committee notes the report.
2. That the Committee agrees to amendments and approves publication of 2021/2022 Financial Regulations.

MAIN ISSUES AND CONSIDERATIONS:

There have been some slight amendments and/or rewording made to our current financial regulations.

- **1.42** The RFO shall prepare a schedule of payments requiring **retrospective** authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance and resources committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payments **retrospectively** by a resolution of the Finance and Resources. The approved schedule shall be ruled off and initialled by the Chairperson of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

This clause has been amended that retrospective sign off of our cashbooks and reconciliations are done on a monthly basis, this amendment has been made as per our practise, it would not be feasible to schedule all payments in advance of authorisation prior to payment being made due to the nature of the work and spend we have. Therefore we have noted that Finance and Resources committee sign our list of payments off retrospectively.

- **1.54** All payments shall be effected by ~~cheque~~ **online banking arrangement (BACS, or faster payments)** or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council (or duly delegated committee).

This clause does not reflect our payment practises, currently majority of payments are completed via internet banking (BACS, faster payments) etc. and not cheque, this has been amended to reflect this.

1.71 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Council Manager and RFO or as otherwise delegated and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used unless in extenuating circumstances whereby this is previously agreed by the Council Manager or RFO to be expensed back upon submission of proof of payment and expenses form.

An addendum has been added to specify that in extenuating circumstances payments on personal payment MAY be agreed by the Council manager and/or RFO to be expensed back upon submission of authorisation documents (proof of payment and expenses form signed off by LM).

These slight amendments have been made to best reflect our practise, policy and procedure and assist to form our Financial regulations for 2021-22.

FINANCIAL IMPLICATIONS:

None Perceived.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

Financial regulations 2021-22 (Amendments shown).

Financial regulations 2021-22 **PDF** (For publication).

AUTHOR

Samone Winsborough
RFO