

Agenda item: OC 29/23

WOUGHTON COMMUNITY COUNCIL

Operations & Resources Committee

Monday 10th July 2023

PURPOSE OF REPORT:

To review the policies noted and make changes where appropriate and / or refer to Full Council for agreement.

RECOMMENDATION:

- 1. That the committee reviews the following polices:**
 - a. General Privacy Statement**
 - b. Guidelines for Broadcasting meetings**
 - c. Officer Code of Conduct**
 - d. Retention and Disposal Policy**
 - e. Whistleblowing Policy**
- 2. That the committee agrees the review timescales for each policy.**
- 3. That any changes are made, and policies are then saved to the new Sharepoint Folder, Brightpay (where suitable) and the website (where suitable).**

MAIN ISSUES AND CONSIDERATIONS:

The five polices were provided to committee members via Sharepoint after the previous meeting for review and any comments. At time of writing, no comments had been received by committee members with regard to any of the policies.

General Privacy Statement

This is the statement that sits on our website and underpins the Data Protection / GDPR approach that we take. The policy holds up well, with only minor changes – the removal of the word ‘new’ in the opening paragraph – the GDPR regulations are now 5 years old) and the inclusion of the following, to try and emphasise the reason for the policy:

Our aim is to be clear and transparent about how we manage data, ensure regular reviews of our processes and systems, and to provide details to residents, volunteers, councillors, and others so that they are fully informed of our work practices.

Some minor formatting changes to tidy it up a bit, but otherwise appears to meet the necessary standard.

Guidelines for broadcasting or using social media at Council meetings

This is primarily explaining the legislation and the expectations on the council and anyone who wishes to record / use social media within a meeting. The following has been added:

Since June 2020, Woughton Community Council has broadcast all formal council meetings via the corporate Facebook page and maintains a repository of these meetings within the same platform. This doesn't preclude others from filming but offers an alternative.

Otherwise, remains as previously.

Officer Code of Conduct

This policy covers the ways that WCC expects officers to behave whilst on duty. It is suggested that some changes are made to ensure greater clarity:

- Inclusion of *'It also applies to volunteers whilst they are on duty.'* as this ensure all are covered by the same level of expectation.
- Changed *'protect our legality'* to *'protect the reputation and good name of WCC'*.

It is also suggested that the committee may wish to look at the 'Conflict of Interest wording, as this is extremely broad – *'We expect our employees to act in the best interests of the council whilst undertaking duties of the council and avoid making decisions that could be seen as brining personal benefit or financial gain'*.

Retention and Disposal Policy

This is fine as is, with the only addition being the inclusion of 'BP – Brightpay' in the abbreviations list and then this being used with policy documents to show where they are stored. The ratification box has also been included.

Whistleblowing Policy

No changes are suggested.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

Five policy documents, shared via Sharepoint link.

AUTHOR

Steve McNay – Council Manager

Agenda item: OC 30/23

WOUGHTON COMMUNITY COUNCIL

Operations & Resources Committee

Monday 10th July 2023

PURPOSE OF REPORT:

To update the committee on membership of the Incident Plan Working Group.

RECOMMENDATION:

- 1. That the committee notes the report.**
- 2. That the Working Group convenes and commences work during July, with a view to completion over the summer.**
- 3. That the first draft of the new plan comes to this committee in September 2023.**

MAIN ISSUES AND CONSIDERATIONS:

As previously discussed, the Incident Plan is overdue for renewal and as such, as working group was agreed, sitting under this committee, to review and revamp the plan.

Members were asked if they would like to be part of this and the responses for membership were:

- Councillor Sue Smith
- Councillor Ruth McMillan
- Councillor Alan Williamson
- Councillor Penny Glasgow

It is suggested that this group meets initially in July, to start work on the revamp, progressing over the summer, with a view to having some version by the next Operations Committee in September.

The group will also include officers with specific knowledge and / or expertise.

STAFFING IMPLICATIONS:

Involvement from officers as and when needed.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

Incident Plan 2023

AUTHOR

Steve McNay – Council Manager

Agenda item: OC 32/23

WOUGHTON COMMUNITY COUNCIL

Operations & Resources Committee

Monday 10th July 2023

PURPOSE OF REPORT:

To provide to the committee the necessary financial documents, as agreed by review of the Financial Regulations.

RECOMMENDATION:

- 1. That the committee notes this report and the attached papers:**
 - a. Regular payments report**
 - b. Variable direct debit list**
 - c. Q1 budget variances report**
 - d. Explanation of material differences**
- 2. That this committee agrees to the variable direct debits, as detailed.**
- 3. That this committee agrees to the regular payments, as detailed.**
- 4. That any queries relating to the variances in the budget report are tabled and answered either at the meeting, or in written form following the meeting.**

MAIN ISSUES AND CONSIDERATIONS:

At the last meeting of this committee in June, a review of the Financial Regulations was held where agreement was that the following points, whilst not changes to the policy, needed to be addressed and brought to this committee:

- Point 1.39 – Regular provision to committee of statements relating to the budget, noting any significant variances.
- Point 1.46 – List of payments to be provided to this committee around regular payments.
- Point 1.58 – approval of direct debits needs to happen every two years.

To this end, there are a series of papers attached to this report that address these issues.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

- Regular payments report
- Variable direct debit list
- Q1 budget variances report
- Explanation of material differences

AUTHOR

Steve McNay – Council Manager

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Regular payments that arise as the result of a continuing contract, statutory duty or obligation

Code	Description	Supplier	VAT Type	Net	number of payments	Total annual cost
Service charges	Service charges - CHMP	Milton Keynes Council	S	366.54	4	1,466.16
I.T & Telephony	gov.uk domain renewal	Vision ICT Ltd	S	90.00	1	90.00
Running Costs	Rent - Pentewan Gate	Milton Keynes Council	Z	900.00	4	3,600.00
HQ ORG - Service charges	Service charges CH Arts V	Milton Keynes Council	S	553.30	4	2,213.20
Pension costs	Pensions	Buckinghamshire Council	E	14,416.67	12	173,000.00
Audit Fees & Accounting support	Internal audit	Auditing Solutions	S	460.00	2	960.00
Insurance	Professional Indemnity Ins	BHIB Councils Insurance	X	731.00	1	731.00
Repairs & Equipment	Annual maintenance of al	Complete Detection Syst	S	1,167.00	1	1,167.00
Capital Loan Repayment	PWLB repayment	PWLB	E	6,704.50	4	26,818.00
Affiliations & Subscriptions	Local Council Administrati	SLCC membership	S	354.00	1	354.00
Salaries	WCCPAYROLL - HQ	HQ Salaries	E	8,984.00	12	107,808.00
Salaries	WCCPAYROLL - Meeting p	Meeting Places Salaries	X	2,962.75	12	35,553.00
Salaries	WCCPAYROLL - Landscap	Landscape Salaries	X	11,334.75	12	136,017.00
Salaries	WCCPAYROLL - Youth	Youth Salaries	X	5,675.50	12	68,106.00
Salaries	WCCPAYROLL - Communit	Community Salaries	X	7,215.33	12	86,584.00
Affiliations & Subscriptions	BMKALC subscription	BALC membership	E	1,675.77	1	1,697.62
Dog bins	Dog bins maintenance	Warners of Bedford	S	600.60	12	7,207.20
Service budget	PAT testing	Janus Safety Solutions Lt	S	344.40	1	344.40
Audit Fees & Accounting support	External Audit	PKF Littlejohn LLP	S	2,000.00	1	2,000.00
Repairs & Equipment	Intruder alarm maintenanc	Harrison Electrical	S	176.64	1	176.64
Affiliations & Subscriptions	Living Wage accreditation	Living Wage Foundation	S	120.00	1	120.00
HQ ORG - Cleaning supplies	Sanitary bins	Cathedral Leasing Ltd	S	125.15	12	1,501.74
Insurance	Fleet insurance	James Hallam Ltd	X	4,695.40	1	4,695.40
Affiliations & Subscriptions	ICO - Data Protection Fee	ICO	Z	40.00	1	40.00

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Variable Direct Debits

Description	Supplier
Business rates - EAC	Milton Keynes Council
Business rates - TBMP	Milton Keynes Council
Business rates - CHMP	Milton Keynes Council
Business rates - NFMP	Milton Keynes Council
Business rates - HQ	Milton Keynes Council
Business rates - Pentewan Gate	Milton Keynes Council
Business rates - No 95	Milton Keynes Council
Mobile phones	Vodafone
Waste disposal	Biffa
Amazon Prime membership	Amazon
Brightpay subscription	Thesaurus Software
Tracking devices for vehicles	RAM Tracking
Water (all buildings)	Anglian Water
Gas (all buildings except CHMP)	Total Energies
Gas CHMP	British Gas
Electricity (all buildings except CHMP)	nPower
Electricity CHMP	Southern Electric
Fuel	Barton Petroleum
PAYE and NIC	HMRC

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Woughton Community Council - Quarter 1							
(01/04/2023 to 30/06/2023 - All Cost Centres and Codes)							
		1st. Quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
Coffee Hall MP							
3 Hire of Meeting places	2,500.03	2,849.40	349.37 (13%)				
33 Electricity			(N/A)	375.00	1,715.57	-1,340.57	
34 Gas			(N/A)	375.00	420.12	-45.12	
35 Water			(N/A)	100.03	54.00	46.03	
36 Business Rates			(N/A)	386.45	460.65	-74.20	
37 Repairs & Equipment			(N/A)	750.00	590.10	159.90	
38 Cleaning Supplies			(N/A)	124.97	61.93	63.04	
39 Waste disposal			(N/A)				
40 Service charges			(N/A)	366.47	733.08	-366.61	
Sub Total for Coffee Hall MP	2,500.03	2,849.40	349.37 (13%)	2,352.95	4,065.45	-1,7	
Community							
11 Additional Income	1,249.97	700.00	-549.97 (-44%)				
17 Community Events (NON SP)			(N/A)	1,999.97	3,422.92	-1,422.95	
80 Salaries			(N/A)	21,846.03	22,606.62	-960.59	
87 Services budget			(N/A)	250.03	298.89	-48.86	
107 Post Covid Grant			(N/A)				
110 Advice - services budget			(N/A)	124.97		124.97	
129 Warm Spaces			(N/A)		636.34	-636.34	
136 Community Food			(N/A)	499.97	231.11	268.86	
Sub Total for Community	1,249.97	700.00	-549.97 (-44%)	24,520.97	27,195.88	-2,674.91	
Democracy and Governance							
18 Clr Ward fund			(N/A)	949.97	175.50	774.47	
21 Community & Environment fund			(N/A)	3,000.00	1,400.00	1,600.00	
22 Grant Aid (Res Associations)			(N/A)	874.97		874.97	
57 Member Allowances & Expense			(N/A)	4,999.97	6,716.40	-1,716.43	
135 Members Staffing			(N/A)	5,294.90	3,309.50	1,985.40	
Sub Total for Democracy and Govern			(N/A)	15,119.81	11,601.40	3,518.41	
Eaglestone MP							
5 Hire of Meeting places	2,500.03	3,706.25	1,206.22 (48%)				
25 Electricity			(N/A)	1,000.00	1,251.41	-251.41	
26 Gas			(N/A)	750.00	2,184.04	-1,434.04	
27 Water			(N/A)	250.03	594.98	-344.95	
28 Business Rates			(N/A)	1,249.97	1,491.53	-241.56	
29 Repairs & Equipment			(N/A)	499.97	1,259.25	-759.28	
30 Cleaning Supplies			(N/A)	124.97	12.50	112.47	
31 Waste disposal			(N/A)	250.03	284.26	-34.23	
32 Service charges			(N/A)				
Sub Total for Eaglestone MP	2,500.03	3,706.25	1,206.22 (48%)	3,874.97	7,077.97	-3,203.00	
Environment							
19 Dog bins			(N/A)	1,999.97	1,751.76	248.21	
72 Vehicles			(N/A)	250.03	4.16	245.87	
88 Service budget			(N/A)	124.97	34.60	90.37	
100 Tool Library			(N/A)				
130 The National Lottery Community		13,040.00	13,040.00 (N/A)	3,217.67	33,141.17	-29,923.50	
132 Branching Out Fund		459.74	459.74 (N/A)				
142 MK Community Foundation Gra		3,000.00	3,000.00 (N/A)		90.00	-90.00	
Sub Total for Environment		16,499.74	16,499.74 (N/A)	5,592.64	35,021.69	-29,429.05	
HQ							
1 Bank and Investment Interest	799.97	1,263.70	463.73 (57%)				
2 LCTRS Grant	42,148.21	84,296.49	42,148.28 (100%)				
8 Precept	172,100.97	344,374.37	172,273.40 (100%)				
9 Additional Income	1,249.97		-1,249.97 (N/A)				
13 Affiliations & Subscriptions			(N/A)	1,312.50	2,133.36	-820.86	
14 Professional services			(N/A)	1,000.03	82.00	918.03	

15 Audit Fees & Accounting support			(N/A)	1,200.00	480.00	720.00
16 Capital Loan Repayment			(N/A)	6,704.53	5,343.84	1,320.89
20 Meeting Costs			(N/A)	499.97	42.90	457.07
23 Insurance			(N/A)	1,261.22	673.48	587.74
24 Insurance - Vehicles			(N/A)	988.78		988.78
58 Communications			(N/A)	1,377.47		1,377.47
59 HQ ORG - Banking fees			(N/A)	375.00	121.83	253.17
60 HQ ORG - Electricity			(N/A)	400.03	1,704.22	-1,304.19
61 HQ ORG - Cleaning supplies			(N/A)	500.00	632.09	-132.09
62 HQ ORG - Gas			(N/A)	199.97	132.83	67.14
63 HQ ORG - Repairs & Equipment			(N/A)	499.97	2,169.13	-1,669.16
65 HQ ORG - Business Rates			(N/A)	799.97	960.60	-160.63
66 HQ ORG - Postage			(N/A)	37.50		37.50
67 HQ ORG - Waste disposal			(N/A)	799.97	839.28	-39.31
68 HQ ORG - Water			(N/A)	162.47		162.47
69 HQ ORG - Mobiles			(N/A)	945.00	945.00	
73 Branding			(N/A)	250.03		250.03
74 Stationary, Amenities & Service			(N/A)	1,000.03	1,113.78	-113.75
75 I.T & Telephony			(N/A)	6,250.03	280.00	5,970.03
76 Pension costs			(N/A)	43,249.97	42,050.83	1,199.14
77 NIC's & PAYE			(N/A)	35,471.53	39,368.08	-3,896.55
78 Salaries			(N/A)	26,952.05	28,275.40	-1,323.35
89 Emerging priorities			(N/A)	2,500.03		2,500.03
90 Training and Development			(N/A)	1,999.97	635.00	1,364.97
97 HQ ORG - Service charges			(N/A)	574.97	553.30	21.67
99 Recruitment			(N/A)			
124 EMR - Memorial			(N/A)	250.03		250.03
125 EMR - Kevin Wilson trust			(N/A)	250.03		250.03
133 Flood Protection Equipment (CI	9,708.52	9,708.52	(N/A)		20.99	-20.99
143 Health and Safety			(N/A)		300.00	-300.00
Sub Total for HQ	216,299.12	439,643.08	223,343.96 (103%)	141,979.49	128,897.94	13,081.55
Landscape						
7 Landscape Grant	47,295.71	72,460.00	25,164.29 (53%)			
12 Additional Income	1,249.97	80.00	-1,169.97 (-93%)			
70 Vehicles			(N/A)	1,578.75	1,601.15	-22.40
81 Salaries			(N/A)	34,004.25	38,543.54	-4,539.29
83 Landscape Running Costs			(N/A)	750.00	2,812.08	-2,062.08
84 Service budget			(N/A)	4,500.00	17,857.14	-13,357.14
111 22/23 Landscape Depot			(N/A)	6,250.03	20,603.83	-14,353.80
Sub Total for Landscape	48,545.68	72,540.00	23,994.32 (49%)	47,083.03	81,417.74	-34,334.71
Meeting places						
82 Salaries			(N/A)	8,888.25	12,348.53	-3,460.28
96 Deposit (Hall hire)		370.00	370.00 (N/A)			
Sub Total for Meeting places		370.00	370.00 (N/A)	8,888.25	12,348.53	-3,460.28
Netherfield MP						
6 Hire of Meeting places	2,500.03	1,337.75	-1,162.28 (-46%)			
49 Electricity			(N/A)	499.97	1,955.69	-1,455.72
50 Gas			(N/A)	500.00	1,006.74	-506.74
51 Water			(N/A)	124.97		124.97
52 Business Rates			(N/A)	475.03	598.01	-122.98
53 Repairs & Equipment			(N/A)	750.00	1,758.83	-1,008.83
54 Cleaning Supplies			(N/A)	75.00	291.00	-216.00
55 Waste disposal			(N/A)			
56 Service charges			(N/A)			
134 Building Insurance			(N/A)	70.37	281.60	-211.23
Sub Total for Netherfield MP	2,500.03	1,337.75	-1,162.28 (-46%)	2,295.34	5,891.87	-3,596.53
Tinkers Bridge Meeting place						
4 Hire of Meeting places	2,500.03	2,305.75	-194.28 (-7%)			
41 Electricity			(N/A)	225.00	451.09	-226.09
42 Gas			(N/A)	525.00	678.62	-153.62
43 Water			(N/A)	75.00		75.00
44 Business Rates			(N/A)	300.00	375.48	-75.48
45 Repairs & Equipment			(N/A)	874.97	942.82	-67.85
46 Cleaning Supplies			(N/A)	49.97	12.50	37.47

47 Waste disposal			(N/A)			
48 Service charges			(N/A)	211.03		211.03
Sub Total for Tinkers Bridge Meeting	2,500.03	2,305.75	-194.28 (-7%)	2,061.00	2,460.51	-399.51
Youth						
10 Additional Income	1,249.97		-1,249.97 (N/A)			
71 Vehicles			(N/A)	578.72	51.66	527.06
79 Salaries			(N/A)	17,026.50	15,143.84	1,882.66
85 Water - No 95			(N/A)	105.00	164.34	-59.34
86 Youth Services budget			(N/A)	2,299.97	607.31	1,692.66
101 HAF Winter 23			(N/A)			
120 SP 22/23 - Youth provision addi			(N/A)	375.00		375.00
123 EMR - Youth garage			(N/A)	1,725.00	91.87	1,633.13
131 HAF Easter 2023		352.48	352.48 (N/A)		280.51	-280.51
137 Electricity - No 95			(N/A)	180.00	66.75	113.25
138 Gas - No 95			(N/A)	325.03	1,216.85	-891.82
139 HAF Summer 23			(N/A)		2,168.80	-2,168.80
140 Business Rates - No 95			(N/A)	250.03	318.00	-67.97
141 Repairs and Maintenance - No 95			(N/A)	889.97	820.63	69.34
Sub Total for Youth	1,249.97	352.48	-897.49 (-71%)	23,755.22	20,930.56	2,824.66
TOTALS.....	277,344.86	540,304.45	262,959.59 (94%)	277,523.67	336,909.54	-59,385.87
				NET Variance Quarter 1		203,573

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Explanation of material differences

1. Increased electricity usage due to electric vehicle charger being connected to CHMP electricity meter. This is being resolved with bp pulse (the owner of the charger) and an invoice for a total of £885.09 was raised to recoup the cost
2. Total annual bill is £1545.65, to be paid in 10 instalments – Q4 savings will balance this budget line
3. Service charges for Q1 and Q2 were both paid in Q1
4. Coronation hog roast expenditure was £1095.00, Disco Bingo sessions for £800 were budgeted for last year
5. Members allowances are paid twice a year and not quarterly
6. Electricity and gas prices have skyrocketed. Compared to last year, EAC utility budget was increased by 35% to allow for price rises but the costs have doubled
7. Aging building, difficult to forecast repairs requirements
8. Capital expenditure (£25k) is to be reclaimed from the TNL Community Fund, includes cost of fencing (£11750.00) which was not originally included in the grant application
9. Several annual subscriptions paid in Q1, we should see less spending against that budget line in next 3 quarters
10. Received backdated invoice, including electricity usage for last year (expenditure last year was £0)
11. Includes contract fee for lone workers alarm devices (£1120) and annual alarm maintenance fee (£400) paid for the whole year in advance
12. Increased NIC and PAYE costs due to incremental salary increases
13. Increased costs due to termination payment for CW
14. Increased expenditure due to EICR checks and remedial repairs (Pentewan Gate depot)
15. Includes weekly charges of £695 for chipper hire. This can (will?) go towards the cost of purchasing the chipper
16. Most of the depot expenditure was done in Q1, there will be significantly less spending in the coming months
17. Unusually high electricity bill due to wrong meter reading, this is being disputed with the electricity supplier
18. Gas budget for NFMP was increased by 65% but it's still not sufficient to offset price increases
19. Total annual bill is £1991.01, to be paid in 10 instalments – Q4 savings will balance this budget line
20. Electricity and gas prices have skyrocketed. Compared to last year, TBMP utility budget was increased by 35% to allow for price rises