



WOUGHTON COMMUNITY COUNCIL

The Council Hub, Local Centre, Garraways, Coffee Hall, MK6 5EG
www.woughtoncommunitycouncil.gov.uk 01908 359681

OPERATIONS AND RESOURCES COMMITTEE

Friday 29th May 2026

To: All members of the **Operations & Resources Committee**

Cllrs Deanna Norris (Chair), Sue Smith (Vice Chair), Liz Simpkins, Tony Coughlan, Penny Glasgow, Charlie Marsh, Ruth McMillan, D'Anne Mordecai, April Rennie, Alan Williamson, Donna Fuller.

Notice of Meeting

You are hereby summoned to attend a meeting of the **Operations and Resources Committee** to be held on **Monday 8th June 2026** commencing at **6:00pm** at the **Woughton Community Council Hub, The Local Centre, Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

Steve McNay
Council Manager

Please ensure that your mobile phone and other electronic equipment is switched to silent or is switched off completely during the meeting.

Members of the public can attend in person, submit questions in advance and or watch live via www.facebook.com/woughtoncc.

Please be aware that this meeting is being recorded and broadcast live. Microphones are live at all times – if you are not speaking formally within the meeting, please do keep any additional noise to a minimum and be aware that anything said within this meeting will be in the public domain.

The full Calendar of Meetings can be accessed from the following link on the website:

<https://www.woughtoncommunitycouncil.gov.uk/calendars/>



AGENDA

OC 12/26 Apologies:

To receive and accept apologies from members unable to attend the meeting.

OC 13/26 Declarations of Interest:

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.

OC 14/26 Questions from the public (maximum 10 minutes):

To receive questions and statements from members of the public.

OC 15/26 Chairs announcements:

To receive announcements from the Chair.

OC 16/26 Minutes of previous meeting(s):

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

- Wednesday 13th May 2025.

(Attached)

OC 17/26 To review and approve the bank reconciliation and payments made during the month of May 2026

To ensure suitable committee oversight of payments made and to ensure bank reconciliations are correct, in line with relevant financial process and procedures.

(To be provided at the meeting)

OC 18/26 To consider a council response to the proposed closures of Health Watch

Following publication of some new legislation, concerns regarding the closure of Health Watch have been expressed and consideration of a corporate response requested.

(Paper attached)

OC 19/26 To consider the Community Safety Accreditation Scheme from TVP

To decide if this is something of interest to the council and, if so, whether to arrange a delivery within Woughton and / or invite other parishes to attend.

(Details attached)

OC 20/26 To consider any updates to the following policies:

- a) Volunteers
- b) Banking Procedures
- c) Biodiversity Policy

(Policy documents attached)

OC 21/26 To receive an update on work towards the Youth Council

Following appointment of the Youth and Community Officer, to provide an update on work to this point and agree the project plan for the Youth Council.

(Paper and project plan attached)

OC 22/26 To consider a training programme for councillor for the council year

To look at needs and essential delivery and develop a calendar for agreement at a future meeting



(Paper attached)

OC 23/26 To consider any potential projects for inclusion within the Community Infrastructure Grant (CIF) funding route.

With the launch of the scheme for next year, consideration of projects that may benefit from this match funded pot

(Details of scheme attached)

OC 24/26 To commence work on the budget setting process for 2027/2028

To start considerations of the budget for the next council year

(Verbal discussion)

Date of next meeting: 13th July 2026

Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.



OPERATIONS AND RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 13th May 2026, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

It should be noted that this was a 'shared meeting', that included Planning prior to the start of this meeting, meaning the start time was actually 6.27pm

Present: Cllrs Deanna Norris (Chair), Sue Smith (Vice Chair), Tony Coughlan, Penny Glasgow, Charlie Marsh, D'Anne Mordecai, April Rennie, Alan Williamson.

Also present:

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer – RFO)

Mable Kong-Rawlinson (Business Services Manager / Deputy Clerk)

OC 01/26 To elect a Chair

Following the start of the new council year and the new committee makeup, Election of a Chair for the 2026/27 council year.

Cllr Deanna Norris was proposed as Chair by Cllr Rennie, seconded by Cllr Glasgow. There were no further nominations and Cllr Norris was voted in unanimously

RESOLVED by way of unanimous vote. Cllr Norris is Chair of the Committee for the coming council year.

OC 02/26 To elect a Vice Chair

Following the start of the new council year and the new committee makeup, Election of a Vice Chair for the 2026/27 council year.

Cllr April Rennie was nominated by Cllrs Mordecai and Norris.

Cllr Smith was nominated by Cllrs Marsh and Williamson.

A vote was held with Cllr Smith receiving the majority of votes.

RESOLVED by way of majority vote. Cllr Smith is Vice Chair of the Committee for the coming council year.

OC 03/26 Apologies:

To receive and accept apologies from members unable to attend the meeting.

Apologies were received from Cllrs McMillan and Bobey.

RESOLVED – noted

OC 04/26 Declarations of Interest:

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.

No declarations were made or submitted.

RESOLVED – noted

OC 05/26 Questions from the public (maximum 10 minutes):

To receive questions and statements from members of the public.

No questions were received.

RESOLVED – noted

OC 06/26 Chairs announcements:

To receive announcements from the Chair.

The Chair made no announcements

RESOLVED – noted

OC 07/26 Minutes of previous meeting(s):

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

- **Monday 13th April 2025.**

The minutes were proposed as a full and accurate record by Cllr Norris, seconded by Cllr Glasgow and **RESOLVED by way of unanimous vote.**

OC 08/26 To review and approve the bank reconciliation and payments made during the month of April 2026

To ensure suitable committee oversight of payments made and to ensure bank reconciliations are correct, in line with relevant financial process and procedures.

The papers were reviewed and checked by members of the committee.

Proposal

That the bank reconciliations and associated papers are agreed as accurate a reflective of actions taken

Proposed by: Cllr Norris. Seconded by: Cllr Marsh

RESOLVED by way of unanimous vote

OC 09/26 To receive an end of year spending breakdown

With end of year now complete, for the committee to review spending during the previous financial year.

The RFO spoke to the paper, explaining that after the adjustments have been made (pre payments and similar), that the final surplus is slightly higher than as reported at the previous meeting. This reflects the issues previously noted: staffing gaps, increased income and lower spending in key areas.

RESOLVED – noted

OC 10/26 To propose the ratification of policies from CHRGS and agreement that these will be used as 'default', due to updates and legislative changes.

The Business Services Manager spoke to the paper and explaining the back ground to the changes suggested. 157 new changes in legislation around HR, new 'Fair Rights Agency' being created and the need for clear record keeping were all noted.

With the policy suite provided through the HR agreement we have, it was suggested that using this suite of policies, rather than the diverse policies currently in place, would provide a more joined up approach, and with the provider ensuring updating takes place, would also reduce workload on officers and this committee.

Proposal

The committee agrees to use the CHRGS policy suite for HR and associated policies

Proposed by: Cllr Norris. Seconded by: Cllr Rennie

RESOLVED by way of unanimous vote

OC 11/26 To receive updates on employment law changes that may impact the council



Following recent legislative changes, information regarding impact on WCC policy, process and actions.

Discussion around this issue was included in the rationale for the previous discussion.

RESOLVED - noted

Date of next meeting: 8th June 2026

Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 6.49PM

Chair _____ Date _____



WOUGHTON COMMUNITY COUNCIL
Operations & Resources Committee
Monday 8th June 2026

PURPOSE OF REPORT:

1. To notify the committee of officers concerns of likely, negative impact on residents due to the proposed New Health Bill (NHS Modernisation Bill). Specifically, the closure of Healthwatch.
2. To request the committee considers a corporate response to Local MPs detailing these concerns, requesting they note the concerns with a view to submitting amendments to the Public Bill's Committee.

MAIN ISSUES AND CONSIDERATIONS:

Healthwatch is the statutory, independent national champion for people who use the NHS and social care services in England. Its role is to act as the public's voice to ensure decision-makers listen to patient experience and improve care standards. Healthwatch England is the national body which acts as an advisory committee to the Care Quality Commission (CQC) and the Secretary of State for Health.

There are 150 local branches across England, Milton Keynes is one of them.

The New Health Bill (NHS Modernisation Bill) confirms government plans to transfer the statutory functions of Healthwatch England into the Department for Health and Social Care. Also, transferring the functions of Milton Keynes' Healthwatch into bodies that plan and fund health & social care services- integrated care boards and local authorities.

What this means in basic terms is that Healthwatch is closing as part of the government overhaul to simplify NHS structures, save money and bring patient feedback directly in-house. For MK this will mean Local Healthwatch health functions being transferred to Integrated Care Boards (ICBs) and Local Healthwatch social care functions moving directly into Milton Keynes City Council.

The Youth & Community Services Manager and Advice and Wellbeing team, as the officer team who rely on Healthwatch to support, signpost and advise residents, have significant concerns about this shift. Healthwatch have requested that the public contact their MPs to voice concerns.

The bill was first read on 14th May 2026, had its' second reading in the House of Commons on Monday 1st June 2026 (this is to establish the bill's overall principals). It will then move to the committee stage. It is not expected that the bill will pass through parliament to receive Royal Assent and take effect until April 2027. Meaning, this is the considered to be a highly effective time to make public voice heard via local MPs.

The views and concerns officers have are:

- Healthwatch is the only statutory body that exists specifically to listen to people's experiences of both the NHS and social care and make sure those views are heard by decision-makers.

Agenda Item: OC 18/26

- What makes it so valuable is that it is independent. That independence means people feel able to speak openly without worry that their care may be affected by speaking out and it allows concerns to be raised that might otherwise be lost.
- Healthwatch actively engages with local groups and events, gathering authentic evidence and public views. They influence services by having an in depth understanding of local need and have the processes in place to escalate issues when identified.
- The bill states integrated care boards 'must make arrangements as it considers appropriate to obtain views of the users' etc. There is an equal requirement of the council via public health. Neither of these are independent. There is trust in Healthwatch to listen and represent, which is not felt about in the NHS or the council not in the same way.
- A significant concern is what happens when that independence disappears. If responsibility for hearing and acting on public feedback sits fully within commissioners and providers, there is a risk that some voices will become harder to act on, especially when they highlight needs that don't align with current plans, funding, or capacity. Although undoubtedly not intended, the reality of how pressured organisations are. NHS and local authority teams are already making difficult decisions every day. In that context, an independent organisation plays a vital role in making sure people's real experiences are still being heard, even when they are inconvenient or difficult.
- Healthwatch plays a vital role in advocating for vulnerable and disadvantaged groups. Without Healthwatch these groups will be less likely to be heard, resulting in a widening in health inequalities and access to care.
- The proposed 'system' is unlikely to provide enough infrastructure to facilitate even a portion of the services currently provided by Healthwatch.

As a busy Advice & Wellbeing service we have referred many residents to Healthwatch over the years and have always found them to be consistently brilliant. They manage residents and our officer's expectations. And, because of their local knowledge give realistic outcomes and time scales. This is incredible valuable in managing the fears and frustrations of our residents.

- Healthwatch have been proven to help in support residents who have lost all faith in the NHS to re-engage and access the health care they need. This is unlikely to happen from within the system itself, rather, it is likely the most vulnerable will find services are further removed.
- In Milton Keynes, Healthwatch plays a very practical role that would be hard to replace. As well as gathering people's views, it provides vital information, advice and support to hundreds of residents each year. In 2024–25 alone, it supported more than 2,700 people to share their experiences and get help navigating health and care services. For many people, this is the difference between getting stuck in the system and actually getting the care they need.
- Healthwatch Milton Keynes has also contributed to tangible improvements in services, including in mental health care, where feedback from local people has led to changes in how patients are supported and treated. This reflects a much wider national picture, where Healthwatch gathers insight from hundreds of thousands of people each year and uses it to influence improvements in care.

FINANCIAL IMPLICATIONS:

None.

STAFFING IMPLICATIONS:

There are no implications directly related to the decision to submit a response. It is noted, however, that officers are likely to find it more difficult to advocate and support fair and quality services for residents in the event of Healthwatch closing, if the bill is passed without amendment.

OTHER IMPLICATIONS:

There are no implications directly related to the decision to submit a response. It is noted, however, that there is likely to be a negative impact on resident welfare in the event of Healthwatch closing, if the bill is passed without amendment.

RECOMMENDATION:

1. That the Committee notes the report.
2. That the Committee resolves to making a corporate response.
3. That the Committee actions the Council Manager to formulate and submit a response to the proposed bills, on behalf of the Council, highlighting agreed concerns to the local MP and based upon discussions from this paper.

AUTHOR: Tash Darling. Youth & Community Services Manager. 29th May 2026

OC 19/26 Community Safety Accreditation Scheme from TVP

The following was received via email:

Training Offer for Parish Councils

Thames Valley Police now have an in-house CSAS trainer (Alyson Moore) and are able to offer accredited CSAS training to partner organisations, including parish councils.

Training cost: £50 per person, per training day (usually two days).

This is the full, nationally-recognised CSAS programme covering:

- Legal powers and responsibilities
- Professional standards and ethics
- Information sharing and GDPR
- Community engagement and de-escalation
- Scenario-based decision-making
- Final assessment and accreditation

We can also deliver **joint training sessions** for groups of parish councils, which supports consistency across neighbouring areas and helps build shared local networks.

If any parish would like more information, a briefing, or to explore whether CSAS volunteers could support their local priorities, please get in touch.

Contact:

Alyson Moore

CSAS Training & Operational Lead, Thames Valley Police



Woughton Community Council

Volunteer policy and process

~~20240~~

Formatted: Strikethrough

Formatted: Strikethrough

Volunteer Policy and Process

Woughton Community Council values the support and benefit that comes from volunteers within the community. This policy sets out the principles of volunteering within events and activities overseen by the council and explains the processes behind the recruitment, selection, management, and support that the council will offer volunteers.

Volunteer policy

Woughton Community Council (WCC) understands the invaluable contribution that volunteers make across our community. This includes those who offer help independently, through an agreed volunteering role and includes ongoing and one-off roles. People volunteer for a variety of reasons and a variety of timescales. WCC aims to provide support where appropriate to volunteers across the parish, but the contents of this document relate only to those working directly with events and activities overseen, organised or that are the responsibility of the council.

WCC is strongly committed to providing all delivery in line with the equality and diversity principles defined within our policies. As such, volunteers will be recruited based on the individual's compatibility with the role, regardless of race, colour, nationality, ethnic or national origins, gender, marital status, sexual orientation or disability.

Purpose

The purpose of this policy is to:

- Ensure a consistent approach in the recruitment, development, support and management of volunteers and of those involved in the volunteer relationship.
- Be clear about the nature of volunteering within the council, as a role where there is no obligation on either party to offer or accept work
- Outline our commitment and responsibilities toward volunteers
- Outline our expectations of volunteers

Definitions

A volunteer is someone who wishes to undertake a defined role at the direction of and on behalf of Woughton Community Council. The volunteer enters into the role within the understanding that there will be no monetary compensation or other compensations, other than those agreed and defined in the Volunteer Role description (this could include reimbursement of expenses, provision of suitable clothing or PPE, provision of meals whilst undertaking the role or similar elements).

Arrangements such as work placements or student work experience should not be defined as constituting a volunteer opportunity and should be discussed with the Operations Manager to clarify any arrangements for these roles.

The Volunteer status

A volunteer is not employed by the council and will not be paid a salary. There is no obligation from either party to provide opportunities or to accept a volunteer role.

Volunteers should be treated as valuable contributors to the overall aims of the council and as such, be treated with respect and integrity.

Volunteers who are also employees of the council should be managed as a volunteer whilst in that role and preferably by a manager who is not responsible for them in their employment. Prior to any arrangement such as this being agreed, advice should be sought from the Operations Manager to ensure any potential conflicts of interest are addressed and managed suitably.

Volunteers do not have the same legal status as employees but are expected to have the same protections where applicable. This includes suitable management of health and safety, knowledge of

and access to grievance processes and the opportunity to approach senior managers around any aspect of the role, organisation or delivery of the project within which they work. Volunteers are expected to adhere to many of the organisations policies and procedures, which will be provided and explained as part of the induction process. Volunteers will have a written agreement, outlining expectations of the role and clarifying the role. This agreement should include details of the role, timings, support offered and similar but should not imply a contract as such.

Identifying suitable volunteer roles

It is important that volunteering is seen as a valuable addition to our organisation, but volunteers must not be used to replace paid staff. Equally, whilst potential volunteers can be seen as people who want to help and therefore the organisation should find them something, it is essential that volunteer roles are developed and agreed prior to taking on any individuals.

All potential volunteer roles should:

- Be identified as part of a project planning process
- Be developed prior to the project commencing, with agreement and all relevant paperwork completed in advance (including role description, person specification, etc.)
- Bring added value to the project and not be focused on providing an opportunity to any specific individual
- Be agreed by the appropriate service manager and the [Operations-Business Services](#) Manager (see process in appendix 1) and, where appropriate, the relevant Committee.
- Be advertised in line with agreed recruitment processes, ensuring engagement with the widest possible range of candidates

Failure to follow the agreed process may result in delays in appointing volunteers, leaving gaps in provision and failure to deliver against agreed targets.

Appointing volunteers

Service Managers are responsible for the creation of suitable role profiles, as detailed above. Once agreed and authorised, suitable adverts will be placed and potential candidates will apply using the same process as a staff appointment. This includes:

- Completion of an application form, monitoring form and other recruitment documentation (which may include provision of a CV, dependent on the role)
- A 'sifting' process to identify suitable candidates for interview
- A formal interview with a minimum of two interviewers, one of whom should be the identified line manager for the potential volunteer
- All necessary checks and references (including DBS check if role includes work with children or vulnerable adults)

This process will follow the same lines as the general recruitment process used across the council, but may be more informal, dependent on the type of role being recruited to.

Once agreed, the volunteer(s) to be appointed should be provided with an agreement, detailing the role and expectations and a date for undertaking an induction should be arranged.

NO VOLUNTEER SHOULD START IN POST BEFORE ALL THE STEPS ABOVE, INCLUDING THE INDUCTION, HAVE TAKEN PLACE.

Supporting volunteers

Once a volunteer is appointed, an induction process should take place. This should include, as a minimum;

- Introduction to Woughton Community Council
- Introductions to relevant officers / members
- Induction into the main place of work, covering facilities, access issues, etc.
- Explanation of the project / service that they will be working within, alongside discussion of the role they will be undertaking
- Health and Safety issues, boundaries, safeguarding and any other relevant policy and procedure relating to the role

- Line management processes, oversight, reporting (including grievance and 'whistle blowing' procedures)

It is important that volunteers are correctly inducted, are aware of the limitations and expectations of the role / project /organisation and are ready when the role commences.

The role and the volunteer should receive a review after three months, reflecting on the early delivery, addressing any concerns and ensuring the both the role and the volunteer are suitable.

Once in post and performing the volunteer role, support should continue. This includes regular contact with the line manager, more formal 1:1 support sessions at agreed intervals (the frequency will be dependent on the hours worked, demands of the role, frequency of volunteering), with a minimum expectation of half yearly.

Volunteers should be treated fairly and in line with WCC policy throughout their time with us. This includes being subject to the same management of performance as other people. Whilst the role is different (being a volunteer is, by its very nature, something given without expectation of recompense), it is important to understand that volunteers should be expected to maintain high standards, as are employees.

Having a volunteer that is not suitable causes considerable difficulties; it impacts upon other volunteers and staff, often increasing rather than decreasing the workload, it impacts on service delivery and through this, often also impacts local residents. These impacts can, in turn, cause a loss of faith in services, loss of confidence in the council and loss of engagement from residents.

With this in mind, it is important that whilst being treated fairly, volunteers are not seen as 'untouchable' or 'unmanageable' – they should be subject to the same expectations as others within the organisation. Where appropriate, a volunteer placement should be brought to an end, in consultation with the [Operations Business Services](#) Manager, Council Manager or Service Lead.

Benefits of volunteering with WCC

NCVO define volunteering as '*any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual.*'

Whilst WCC shares this definition, it aims to ensure that people are not disadvantaged by volunteering. We are also committed to ongoing development of our workforce as a whole (both paid and voluntary, which includes [councillors](#)) and to this end, we agree that we will;

- Cover all reasonable out of pocket expenses relating to the volunteering role (for example, travel costs whilst undertaking the role, drinks / snacks if appropriate)
- Ensure provision of clothing and equipment relevant to the role, including PPE where necessary
- Provide opportunities for training and development, including regular volunteer events throughout the year
- Advertise paid roles within the volunteering team, to ensure there are opportunities to develop into a paid employee *where this is wanted*. There is no expectation that people do this, but opportunities to for those that do.

This policy will be reviewed in line with the policy review cycle and not less than every three years.

Last review date:	April 2024
Next review date:	April 2026 (or with legislative changes)
Lead:	Operations Manager
Overseeing Committee:	Operations
Approved:	OC 120/24
Review cycle:	2 yearly and/or as per legislation

Appendix One – Volunteer Recruitment Flowchart

Volunteer Opportunity Identified	As part of a project planning process, use of volunteers identified as a potential benefit.
Role Description / Person Spec created	Use agreed format, consulting with Ops Manager if necessary.
Role authorised by Operations Manager	MUST be agreed by Ops Manager prior to any further steps. If any queries or concerns, should also be discussed and agreed at Operations Committee, but this is an exception when potentially controversial.
If appropriate, Role authorised by Operations Committee	In line with agreed templates.
Volunteer opportunity advert created and approved by Ops Manager	Website, social media and on Doit.org. May also share with partners / email newsletter, etc.
Advertised for a minimum of three weeks, to allow applications	If multiple applications, target those that are best suited – applicants should have evidenced how they can bring value to the role and not simply applied expecting to be taken on. Interviews should include at least two officers.
Applications 'sifted' for suitability, identifying maximum of six candidates	Once interviews have taken place, agree those suitable and offer role. Commence take up of references, DBS forms (if applicable) and any other checks commensurate with the post.
Suitable candidates invited to informal interview	Induction to be arranged as soon as is wanted – can start prior to DBS, etc. but must not start any work until all in place.
Best candidate(s) agreed and offered role, Checks undertaken	Review to happen and agreement from both parties to continue the role at three month point.
Upon receipt of references, DBS (if necessary), start date agreed and induction process created.	
Induction completed, role commences, date booked for review (3 months)	

WOUGHTON COMMUNITY COUNCIL SAFETY PROCEDURE FOR RECEIVING AND BANKING CASH

Woughton Community Council has a duty of care under the Health & Safety at Work Act to its employees. It therefore undertakes regular assessment of its work activities to assess the safety of daily working practices. Whilst this document is not a formal policy, it does form part of agreed work practices and sits within the 'risk management' element of the Health and Safety policy.

Members of staff who are required to deal with cash could find themselves in difficult situations. The Community Council has a duty to protect its employees from harm and as such will instruct staff on how to deal with difficult situations.

Staff may handle smaller amounts of money within service settings, such as community cafes, events and activities where donations are encouraged. Whilst these amounts may be considered relatively small, the procedures remain the same and this process should be considered no matter the amount.

Woughton Community Council has reduced the amount of cash handled by placing a limit on booking payments in cash and holds cash below the value covered through the amounts imposed by the Insurance Policy held. Cash is stored securely in a locked safe, with access limited to essential officers only.

Staff who handle cash should always consider the following:-

- Be vigilant when taking cash from members of the public at the reception desk.
- Ensure all cash, cheques and proof of payment(s) are handed to the Responsible Finance Officer (or, in their absence, the Council Manager or Operations Manager) immediately to ensure it is kept locked in internal safe.
- Think about your personal safety - if threatened, surrender the cash.
- Vary the route and time of day when you visit to the bank so your movements cannot be predicted.
- Bank cash regularly to keep cash on the premises to a minimum.
- A member of staff should sit in the office with the Responsible Finance Officer or Operations Manager whilst cash is being counted.
- A minimum of two (2) persons to take cash off site and to the bank, one of which MUST be the Responsible Finance officer.
- Check the area outside your premises before leaving the premises or bank.
- Always place bank cash bags inside a plain bag to avoid drawing attention to the fact that you are carrying cash
- Avoid using quiet streets and alleyways. If possible, you should use a busy route. Establish vulnerable spots on route and maintain extra vigilance in those areas.
- Be vigilant when at the bank.
- The Responsible Finance officer is responsible for collecting receipts for all cash banked, and records are completed prior to banking cash for audit trail purposes.

Related policies:

- Financial Regulations
- Risk register
- Health and Safety policy

Last review date:	November 2025
Next review date:	May 2026
Lead:	Operations Manager
Overseeing Committee:	Operations and Resources committee
Approved:	
Review cycle:	As part of annual review of finance processes



Woughton Community Council

Biodiversity Policy

2024

Formatted: Strikethrough

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Woughton Community Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider
- whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity
- net gain.
- include policies in support of biodiversity within the neighbourhood plan.

It should be noted that whilst the council is a statutory consultee, it has no formal power in making planning decisions. This sits with the principal authority (MKCC) and will be governed by the relevant policies.

Land and property management

The Council will:

- carry out a limited biodiversity audit of land it is responsible for. This will include a basic overview of the parish, the council and services delivered, with a 'RAG' rating system in place.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products. *This will include the specification of the landscape service, delivered on a devolved basis from MKCC.*
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters, events, notice boards, and, where appropriate, use environmental interpretation boards (e.g. where areas are left to pasture / meadow, rather than being cut).
- Promote and encourage best practice with regard to waste and recycling for both residents and businesses
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

ACTION PLAN (~~Initial Plan October 2024~~)

Formatted: Strikethrough

CURRENT SITUATION

In advance of this policy being ratified, a basic 'audit' of the councils' services and buildings was undertaken, to identify areas where good practice was already in place, or where there was an obvious need for action (noted in the 'Action Plan' below). This included:

- Use of electric vehicles by the Environment Team, including EVIE (electric van) and electric bike.
- Installation of solar panels and battery storage at Tinkers Bridge Meeting Place. This is the only building owned by WCC.
- Use of battery powered equipment within the landscape and environment service, reducing use of fossil fuels.
- Use of 'bio oil' for equipment, reducing the impact on the environment where oil is necessary (e.g. on chainsaws, hedge trimmers, etc.)
- Reduced use of chemical treatments, whilst maintaining compliance with contractual obligations, through creative planting and alternative control methods
- Implementation of the community food approaches, starting with the Community Fridge which, over the past 5 years, has redistributed approaching 200 tonnes of food that would otherwise have gone to landfill. This has expanded to include the community café and support to other services locally
- Development of the Tool Library, offering opportunities to borrow, rather than buy, a range of tools and equipment, reducing impact at base level
- Installation of remote management of heating systems in buildings, reducing use when not needed.
-

Formatted: Font: (Default) Arial, 12 pt

Whilst these steps offer a good base, there is considerably more to do and as such, the action plan below begins to build upon this early work.

It is proposed that the plan will be agreed for a further period of six (6) months, whilst a fuller review of all policies relating to ecology, carbon neutrality and biodiversity are considered. This work will be led by Marta Sobis and supported by the Green Initiatives Working Group, with a view to reporting back at the end of 2026.

The following Action Plan was developed in consultation with councillors and officers, and considered:

- Complying with the biodiversity duty (<https://www.gov.uk/guidance/complying-with-the-biodiversity-duty>)
- Environmental Improvement Plan 2023 (<https://www.gov.uk/government/publications/environmental-improvement-plan/environmental-improvement-plan-2023-executive-summary>)
- The Local Nature Recovery Strategy (<https://bucksmknep.co.uk/nature-strategy/>)

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to encourage biodiversity	Connect and diversify habitats to meet the needs of a variety of species	Ongoing	Newsletter, social media, website
Whole council delivery	Implement a 'traffic light' (RAG) system across the council for biodiversity issues	To provide an accessible and easily understood way of sharing information and highlighting challenges and achievements	Implement within the 24/5 council year	As part of council meeting schedule
Landscaping	Build upon previous changes to further support aims noted above: Increase use of battery powered tools, where cost / useability allows Continue use of low impact oils and fuels Identify areas which can be maintained differently (lower impact), with appropriate signage	Reduce carbon emissions and air quality, through lower use of fuels and oil Vegetable based oil means limited impact locally Increase habitats for essential pollinators and other invertebrates, plus wider animal / insect benefit	Where suitable availability Ongoing Identify by end 2024 for 2025 council year	
Environment team	Lead on awareness issues Education on waste management and recycling Development of the tool library	Gain local support Promote responsible waste removal and improvements to environment as a result Reduce unnecessary purchases and promote community approaches.	Ongoing Ongoing Ongoing	
Community Garden	Develop 'off grid' and sustainable approaches, organic growing	Reduce environmental impact and disturbance Promotion of pollinators and other wildlife	As part of the development of the project over the next three years	

	community engagement and training to enable home growing	Encourage biodiversity within individual gardens, building a wider parish approach.		
Community Centres / buildings	Undertake baseline assessments of energy efficiency, highlighting areas for improvement Audit current cleaning materials used, to assess environmental impacts Investigate use of gardens and surrounding areas regarding planting	Provide evidence from which to base improvements As above To improve biodiversity in areas around our buildings	By end of 2024 By end of 2024 By end of 2024 All above to have actions to implement in 2025	
Increase community awareness of biodiversity	Consult with residents on what they would like to see Raise importance of gardens as habitats, with consideration of a Gazette piece covering this.	Build involvement and engagement Create opportunities for small changes to contribute to overall aims	As part of engagement project (Oct – Mar) In Oct Gazette	
Waste	Recycling and waste management across the council and wider parish	To improve recycling rates and local environment to promote healthier estates	Ongoing, in partnership with MKCC	
Community growing spaces	Enable residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.	Work with landowners to build opportunities for small areas to be improved and used.	Ongoing	

Linked policies (i.e. to be read in conjunction with).

- Climate Action statement,
- Procurement Policy,
- Planning Committee Terms of Reference

Last review date:	October 2024
Next review date:	May 2026
Lead:	Green Working Group
Overseeing Committee:	Planning, Licensing and Development Committee
Approved:	
Review cycle:	2 yearly, or as needed

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 8th June 2026

Agenda Item OC 21/26

PURPOSE OF REPORT: To update the committee on the work undertaken and the proposed project plan for the Youth Council scheme.

RECOMMENDATION:

1. That the committee notes the report and the proposal noted below

MAIN ISSUES AND CONSIDERATIONS:

The Youth and Community Officer has been focusing on creating the resources, timelines and project plan to enable delivery of the youth council and has provided an excellent set of resources from which to work. This has been delivered in a shorter time than anticipated and is a full and comprehensive pack that, in the opinion of the Council Manager, could be used as a template for local councils across the country, who are looking to do something similar.

The work produced includes:

Governing Documents and Activities

- Code of Conduct
- Standing Orders

These focus on linking the Youth Council to the WCC model, whilst supporting the group to develop their own documents.

Publicity and Engagement

- Introductory documents
- Slideshow for presentations

Role Descriptions

- Councillor
- Chair
- Vice Chair
- Finance Lead (treasurer)
- Admin Lead (secretary)

These descriptions will provide a solid base from which young people can decide to stand for the key roles within the council, clarifying the expectations and duties. This includes the links between the youth council and the Full Council of WCC

Training Programme

- Democracy
- Code of Conduct / Nolan Principles
- Meetings
- Engagement and representation
- Finances and budgets

This includes training session plans, activities to undertake, and covers the legal, ethical and community elements of the roles. These sessions are especially well put together and as a whole,

provide a training programme that would be useful for any / all councillors at any level. Accessible, sufficiently comprehensive without being too detailed and a variety of activities that ensure learners of all types can engage.

Project Plan

- Details of the timings and delivery of the project (work in progress, but sufficiently complete to provide decent oversight – attached).

The project plan provides the oversight that this committee can reflect upon, considering the overall aims of the project, the funding allocated towards the Youth and Community Officer and proposal for the coming year (with a view to running the Youth Council contemporaneously with the main WCC council years, but with a two year term, rather than the four years in place for 'adult' council).

STAFFING IMPLICATIONS:

There is some staff resource needed to deliver this project, including the Youth and Community Manager, Council Manager, Youth and Community Officer and others. This is considered manageable, if the Y+C Officer post is continued.

FINANCIAL IMPLICATIONS:

Funding is in place for the delivery of the sessions and other elements. Longer term, a budget for the Youth Council will be needed (and should be considered as part of the budget setting process for 2027/2028), as well as officer support to effectively support the young people in their roles.

BACKGROUND PAPERS:

PROJECT PLAN - Youth Council

Further papers and documentation can be provided on request.

SUGGESTED PROPOSAL:

This paper is intended to provide an update on progress to this point. To note only.

AUTHOR

Steve McNay – Council Manager

Project Plan:

Woughton Community Youth Council

May 2026

1. Rationale for the Project

Woughton Community Council wishes to empower the young people of Woughton Parish to have a formal voice in local governance - ensuring our community remains a vibrant, inclusive, and forward-looking place for all generations.

A youth council provides a formal platform for young people to engage with the democratic process at a local level. It increases political literacy, as well as helping young people develop new skills in public speaking, chairing meetings, budget management, and collaborative negotiation.

Through giving them genuine opportunity to have their voices heard, it builds pride and ownership in their local area, and ensures funds are directed towards services and infrastructure that young people actually want and use, rather than what adults assume they need.

2. Aims and Objectives

Aim:

To provide a formal platform for young people to influence local decision-making and drive youth projects and campaigns in the Woughton Parish.

Objectives:

- To establish a formal Youth Council modelled on the structure and processes of the Woughton Community Council.
- To have an elected member to represent the Youth Council at Full Council meetings to provide direct input into Meeting discussions, the Council Service Plan, and the Council Budget.
- To allocate a budget specifically for youth-directed projects and campaigns.

- To increase political literacy, engagement, and consultation amongst young people in the Woughton Parish.
- To implement a peer-mentorship model where older members support younger members and participate in recruitment and outreach activities within schools and local community groups.

3. Structure & Membership

- **Composition:** The Youth Council will aim to have a minimum of 10 Members and a maximum of 14 Members. Ideally this should include a representative from each of the 7 estates in the parish, plus a representative from each of the 3 education providers on parish (MK College, MK Academy & St Paul's Catholic School), and with a mix of older and younger participants to enable opportunities for mentoring.
- **Age Range:** Year 7 upwards until 19th Birthday (term ends on the birthday), or 25 with SEND.
- **Eligibility:** Members will be young people who are residents of the parish. One representative from each of the education providers on parish may be elected as a school representative and is not required to live on parish.
- **Term of Office:** 2 years.
- **Integration:** A nominated member of the Youth Council will attend Full Council Meetings as the representative of the Youth Council. Youth Council will also be sent agenda and papers for the Services Committee each month to allow for their comments on projects and services at Woughton Community Council.
- **Constitution:** Initial Youth Council members will create their Standing Orders at the planned teambuilding away-weekend in 2027. These will mirror the essential elements of the WCC adult council Standing Orders to facilitate their participation in adult council meetings and proceedings. The Youth Council will also develop their own Code of Conduct, based on the Nolan Principles, to guide their behaviours.
- **Scope:**
 - Youth Council will be consulted on **all matters affecting under 25's** discussed at Full Council meeting.
 - Youth Council will **not have voting rights** - they are an **advisory board** with separate autonomy to run youth projects and campaigns

- Youth Council will be **allocated an initial budget** specifically to deliver projects agreed by Youth Council following consultation with the wider youth community. Youth Council will also be able to **apply to WCC for further funding** for projects they identify a need for.
- The Youth Council will determine their activities within the scope of their Standing Orders, to include:
 - Supporting the long-term viability of the Youth Council by helping recruit and train new members;
 - Garnering the views of the broader youth community by consulting other young people;
 - Representing the youth community's views at WCC level;
 - Planning, delivering and reporting to WCC on youth projects.

4. Roles & Responsibilities

Role	Responsibility
YOUTH	
Youth Chair	Setting agendas, facilitating meetings, and representing the council.
Youth Vice Chair	Deputising for Youth Chair plus supporting the Chair in their work.
Nominated Youth Officer for WCC meetings (ideally Youth Chair)	Report to WCC on Youth Council matters, and report to Youth Council on proceedings and decisions taken at WCC Full Council
Youth Admin Lead (optional)	Taking minutes and tracking action points
Youth Finance Lead (optional)	To record expenditure; track expenditure against budgets, and to report to the Youth Council/Woughton Community Council on Youth projects.
STAFF / COUNCILLORS	
Council Manager	Strategic oversight and alignment with Adult Council goals
Youth & Communities Manager	Operational oversight and Designated Safeguarding Lead (DSL).

Youth & Community Officer	Delivery of Youth Council project including attendance at Youth Council meetings and activities, mentoring youth councillors and monitoring and reporting on project outputs against aims and objectives.
Nominated WCC Councillor	Designated Councillor representative to liaise with and support Youth Council nominated representative

5. Safeguarding & Inclusion

- **DSL Support:** The Youth & Communities Manager acts as the lead for all safeguarding concerns. A minimum of two WCC staff will be present at any meeting of the Youth Council.
- **Location:** Meetings will be held in accessible public buildings within the parish.
- **Diversity:** We will actively target underrepresented groups as part of our outreach to ensure the Youth Council reflects the diverse demographics of young people on our parish.
- **Code of conduct:** Young people will be tasked with creating a Code of Conduct based on the Code of Conduct of the adult council and the Nolan Principles to agree how they should treat each other. They will also develop Standing Orders to mirror the WCC adult council Standing Orders to govern how they operate.

6. Engagement Channels

The engagement phase of the project is the primary opportunity to embed diversity in the Youth Council. As such, in addition to recruiting from existing WCC Youth Services and local schools, we will also target local faith and community groups.

Initial engagement will include:

- contacting schools to directly support recruitment;
- taking school assemblies or classes;
- circulating posters;
- distributing flyers;
- hosting stalls at community events on parish;

- visiting community groups;
- social media campaigns.

Channels for engagement will include:

Existing WCC Youth Services:

- Netherfield Senior Youth Club (Mondays, 9+)
- Coffee Hall Senior Youth Cafe (Tuesdays, 12+)
- Phoenix Arts (Eaglestone, Tuesdays, 8-12/12+)
- LGBTQ+ Under the Umbrella Youth Group (Location? Wednesdays)
- Eaglestone Senior Youth Cafe (Thursdays, 11+)

Local schools:

- MK Academy, Coffee Hall (most students live on parish), year 7-11
- St Paul's Catholic School, Coffee Hall (targeted to those who live on parish), year 7-13
- Bridge Academy, Coffee Hall
- Kents Hill (posters only – adapted to focus on “parish” young people)

Other local groups on parish:

- Churches - Christ the Vine (Coffee Hall), Our Lady of Lourdes Catholic Church (Coffee Hall), Winners Pavillion (Eaglestone), Kingdom Hall of Jehovah Witnesses (Netherfield), Grand Union Vineyard (Netherfield)
- MK Islamic & Culture Association (Coffee Hall), MK Islamic Centre (Coffee Hall)
- Sikh Society MK (Leadenhall)
- Local sports groups.
- Regular groups who hire halls at Woughton Community Council premises.
- CHUMs (young carers)
- Home schooled young people (via MKCC)

Woughton Festival

5th September – we will publicise the project on the Councillors’ stand.

The aim of the first stage of engagement will be to inspire young people to attend an initial workshop introducing democracy. These workshops will be run across the parish dependent on uptake.

Venues for engagement must be "safe spaces" where young people will be willing to attend - WCC has several community and youth spaces, and alternative venues might assist with reaching young people from other groups, e.g. faith groups

7. Process

We will follow a staged process:

1. **Initial project promotion** - through schools, youth groups, faith groups, and other groups.
2. **Registration of interest** - young people will be encouraged to book onto an "introduction to democracy workshop".
3. **Introduction to Democracy Workshop** - run on multiple dates to make it as accessible as possible.
4. **Youth Councillor training** - a series of 45-minute/1 hour sessions open to all young people on parish covering: Code of Conduct & the Nolan Principles; meetings; engagement & representation; and finances and budget planning.
5. **Founding Youth Council formed** - at the final training session, young people will be selected to form the Youth Council. Young people who either choose not to be put forward or are not selected will have the opportunity to form a Youth "Forum" - an informal body set up to support the activities of the informal Youth Council and assist in outreach and consultation processes.
6. **Away weekend at Caldecotte** - team building event for the new Youth Council Members to get to know each other. The new Youth Council will do teambuilding activities plus attending workshop sessions where they will formulate their "Standing Orders" and "Code of Conduct".
7. **Youth Council first meeting** - agree ways forward, possible project ideas, how to consult with other young people

8. Training content

Our goal is to involve as many young people as possible so the community truly benefits from the Youth Council.

We want this to be an opportunity for learning and skills development for many, so training will be open to any young person educated or living on parish who is interested in attending, not just prospective Youth Council Members. Attendees will receive certificates for their completed training.

Basic democracy introductory workshop:

A basic "introduction to democracy" workshop, delivered at multiple locations/dates in October/November 2026, will be open to any young person who registers an interest.

The session will cover:

- What is democracy?
- Tiers of government;
- Officers and councillors;
- Funding;
- How youth council fits in to local government and the purpose of a youth council

Young people will register through completion of an online MS form or hard copy form and all attendees will get a certificate of attendance.

Training workshops series:

Training for prospective Youth Council Members will comprise a series of 45-minute training sessions. Sessions will be open to all young people on parish and will cover:

- Code of Conduct and the Nolan Principles;
- Meetings;
- Engagement and representation;
- Finances, budget planning and reporting.

Future Youth Council members' training:

Training for future Youth Council Members will be delivered by the Youth & Communities Officer in partnership with Youth Council members as an opportunity for mentoring and personal development for Youth Council members. Training will need to be delivered on a regular basis dependent on the need for new members to be co-opted onto the Council.

Youth Council members will need further training in due course on subjects such as safeguarding, anti-harrassment, health & safety etc. These will be planned in as parts of the Youth Council meetings by the YC Officer and could include visitors from external partners to deliver training.

9. Elections Process

Forming the Youth Council:

In the first instance the Youth Council will be formed without elections.

At the end of the final training session, young people will be provided with a job description for being a Youth Councillor, and asked if they would like to put themselves forward to be on the Youth Council.

If there are more than 14 young people keen to be on the Council, priority will be given to those who live on parish; to achieving representation across the 7 estates on the parish, and to have a representative from each education provider. **Thereafter young people will help decide how to select between the remaining prospective candidates.**

Future Members:

Members of the founding Youth Council will decide whether and how they would like to hold formal elections at the end of the initial 2 year term. This will be recorded within their Standing Orders.

10. Forming the Youth Council

Those who are selected to form the founding Youth Council will attend an away weekend/overnight weekday teambuilding event at Caldecotte. Here the young people will be tasked with creating their Standing Orders and Code of Conduct and setting their first meeting date. At their first meeting they should elect a Chair, Vice Chair, and named roles as they deem appropriate. Whilst additional roles are not mandatory, they offer valuable services to the Youth Council and great opportunities for real world experience to the young people.

11. Expectations of Youth Councillors

- Youth Council Members will be expected to attend all training sessions prior to becoming a Youth Council Member plus the teambuilding weekend.
- Once the Youth Council is formed, Members will be expected to attend monthly Youth Council meetings and to support the activities of the Youth Council and WCC events as appropriate.
- The elected Chair will also be required to attend monthly WCC full council meetings.
- All Members should be committed to serving a two-year term.

12. Timeline: 2026–2027

Phase 1: Planning (Spring / Summer 2026)

- Draft framework for Standing Orders (for the young people to complete)
- Plan engagement strategy and make initial contact with schools
- Confirm re: any additional safeguarding policy/risk assessments required
- Design recruitment resources (social media content, posters, flyers etc)
- Finalise training plan and create training resources
- Formally agree on the Year 1 Budget with the Adult Council
- Nominate a WCC Councillor to be the official link to the Youth Council
- Research the away weekend

Phase 2: Engagement (Autumn 2026)

- Get into schools, assemblies, community groups, youth groups etc
- **Introduction to Democracy:** to be delivered in multiple venues on multiple dates

Phase 3: Training (Winter 2026/27)

- **Training:** Deliver 4 core training sessions with Youth Council selected at final session

Phase 4: Form Youth Council (Spring 2027)

- **Away Day:** A team-building trip to the Caldecotte Project for new Youth Council members. Chair and Vice Chair elected. Standing Orders & Code of Conduct produced.
- **Inaugural meeting:** Youth Council agrees on their specific meeting schedule and priority projects and consultation for the year ahead.

13. Resources & Budget Allocation

UK Shared Prosperity Fund:

- **Initial engagement:** Funding for 24 participants across 4 smaller working groups (including catering) - **£360.**
- **Training:** Funding for 6 bespoke training sessions for members - **£1,800.**
- **Development:** Budget secured for a full Away Day at Caldecotte

14. Monitoring & Evaluation

To ensure the ongoing success of the Youth Council, the Youth & Communities Officer will:

- Seek feedback from young people on completion of training events to better understand training requirements for future cohorts.
- Seek feedback from the Youth Council on the recruitment processes to help Youth Councillors in better preparing for recruitment of future members. Seek feedback from schools on success of engagement processes.
- Provide 3/6-monthly updates to the Youth & Communities Manager/Council Manager and Councillors on progress against objectives/timeline/budget in collaboration with the Youth Councillors.
- Write reports to funders as required.

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 8th June 2026

Agenda Item OC 22/26

PURPOSE OF REPORT: To consider the training programme for the coming council year.

MAIN ISSUES AND CONSIDERATIONS:

With the new council year now in place, committee preferences agreed and main roles filled, training provision for the coming year needs to be agreed.

There are some already in place – Cllr Louis will be delivering a session on Neurodivergence in June and some sessions should take place annually, to ensure that the council is compliant with legislation (e.g. safeguarding, anti harassment, etc.).

With these provisos in place, there remains space for further sessions to be held, which could / should include some practical elements.

Ideas suggested to this point include:

- Safeguarding,
- anti harassment,
- data protection,
- budget setting and go through the process (blank sheet),
- meeting processes,
- inclusivity,
- PREVENT,
- carbon literacy / eco stuff,

In addition, there is some outstanding training identified for specific members, including incident response training (including use of equipment), first aid and manual handling.

Further sessions, ideas or requests for areas to be covered would be welcomed so that an annual plan can be formulated, buying in specialists where appropriate.

STAFFING IMPLICATIONS:

Staff attendance at sessions and, for many, staff creating and delivering sessions, is a considerable resource demand. Given this, it is important that there is 'buy in' from all within the council to ensure that this resource is used to reach as many councillors as possible.

FINANCIAL IMPLICATIONS:

There is a healthy training budget. If specialist sessions are requested, these can be resourced through this budget heading.

OTHER IMPLICATIONS:

BACKGROUND PAPERS:**RECOMMENDATION:**

1. That the committee notes the report and the proposal noted below
2. That committee considers any training needs
3. That these discussions and ideas are used to develop a training 'calendar' for formal ratification.

SUGGESTED PROPOSAL:

That the committee will consider any training needs that are suitable for group approaches and submit ideas to the Council Manager, who will work with officers / external agencies to create a training calendar for formal ratification at the next Operations Committee.

AUTHOR

Steve McNay – Council Manager

Quick Guide: Applications to CIF 2027-28

To help you put your application/s together quickly, here's a summary of the main criteria you need to check that your proposal meets. The deadline for applications to be submitted to us is 31 August 2026

Email your application/s and any supporting documents to: highways.liaison@milton-keynes.gov.uk

- Is on either MKCC or parish owned land*. Long lease property may also be included if the lease allows.
- Does not incur ongoing maintenance costs to MK City Council.
- Any relevant planning permission or licences are sorted beforehand.
- Includes 3 in date quotes if using an outside contractor.
- Permanently benefits the local community.
- Is in the Public Realm i.e. something that is provided for the use of the community.
- Does not exceed the maximum £20,000 MKC contribution.
- Includes details of how this proposal was chosen e.g. public consultation.
- Parish contribution is not from an other MKC funding stream, from another funding application or other grant e.g. Section 106, ward budget.
- You can submit up to 3 applications funding. Please show your priority choice order (1st, 2nd, 3rd).
- Can be delivered within the financial year between 1 April 2027 and 31 March 2028.

*If the location or equipment is on leased or MKCC owned land, you will need to written permission before submitting your application. Changes to leases or legal conditions can take several months to complete.

Before you send your application to us...

- Make sure that every box is completed including Objectives, Benefits, Consultations, Costs and Timescales.
- Entered the exact amounts £ applied for (MK City Council Contribution, Parish Contribution and Overall Total).
- Indicated your preference for project if submitting multiple applications.
- Included any supporting evidence including photos, exact location information, details of equipment.
- Proof of landownership is included.
- Any planning permission granted is submitted with the application.

If you have a question or need help completing the CIF application, email the Highways Liaison Team at highways.liaison@milton-keynes.gov.uk