WOUGHTON COMMUNITY COUNCIL

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

OPERATIONS AND RESOURCES COMMITTEE

Tuesday 6th October 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 12th October 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 39/26 Apologies:
To receive and accept apologies from members unable to attend the meeting.

OC 40/26 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 41/26 Questions from the public (maximum 10 minutes):
To receive questions and statements from members of the public.

OC 42/26 Chairs announcements:
To receive announcements from the Chair.

OC 43/26 Minutes of previous meeting(s):
To receive and approve as a correct record the minutes of the meeting held on:

- Monday 7th September 2026

(Attached)

OC 44/26 To review and approve the bank reconciliation and payments made during the Month of September 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 45/26 To provide a half year budget update and initial consideration for 2027/28 budget
As half way through the financial year, to review current situation and consider any initial thoughts for next year's budget
(Paper and budget report attached)

OC 46/26 To provide updates on grant submissions
Following discussions and email updates, to confirm submission of grant applications to the Carbon Neutrality Fund and the Unity Trust Environment Fund, plus updates on other funding considerations (non precept).
(Verbal updates)

OC 47/26 To consider any issues for inclusion within procurement of Information Technology services
As the contract for current IT ends in February, consideration of any issues that committee would like included in any procurement proposal to be considered.
(Verbal update)

OC 48/26 To confirm compliance with the LGPS pension scheme
Following a recent review, to provide information about compliance with the pension scheme providers rules and regulations
(Communication attached)

OC 49/26 Confirmation of Crisis Resilience Funding from MKCC and consideration of becoming a 'voucher distributer'.
To confirm the award of monies towards the provision of services over winter and to look at whether WCC should consider becoming a voucher distributer for crisis funding to individuals.
(Letter from MKCC attached)

OC 50/26 To consider renewal of the Employee (and Councillor) Assistance Programme
Following the renewal request, to consider whether to renew the EAP programme, provided via Bucks and MK ALC
(Details attached)

OC 51/26 To consider inclusion in a Community Energy scheme
To consider use of WCC managed buildings for inclusion in a community solar energy scheme.
(Paper attached).

Date of next meeting: 9th November 2026
Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

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OPERATIONS AND RESOURCES COMMITTEE

Minutes of the meeting held on Monday 7th September, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

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

Also present:
Steve McNay (Council Manager)
Marta Sobis (Responsible Finance Officer – RFO)
Mable Kong-Rawlinson (Business Services Manager / Deputy Clerk)

OC 25/26 Apologies:
Apologies were received from Cllrs April Rennie and Ruth McMillan. Apologies were also received from Cllr Simpkins, who arrived later in the meeting and so were rescinded.
RESOLVED - Noted

OC 26/26 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
RESOLVED - Noted

OC 27/26 Questions from the public (maximum 10 minutes):
No questions were received.
RESOLVED - Noted

OC 28/26 Chairs announcements:
The Chair reminded all present that Apple Day will take place on 26th September 11- 3 at the Community Garden. They also thanked all involved for their hard work on the Festival at the weekend.
RESOLVED - Noted

OC 29/26 Minutes of previous meeting(s):
To receive and approve as a correct record the minutes of the meeting held on:

- Monday 8th June 2025.

Proposed as a true and accurate record by Cllr Norris, seconded by Cllr Smith and RESOLVED – by way of a unanimous vote.

OC 30/26 To review and approve the bank reconciliation and payments made during the months of June, July and August 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 paperwork was checked by both Cllr Norris and Smith, who considered all in order.

Proposal:
That the financial records are in order and agreed as a true and accurate record
Proposed by: Cllr Norris. Seconded by: Cllr Williamson
RESOLVED by way of unanimous vote.

OC 31/26 To consider content of the Annual Survey
The committee felt that specific questions around community involvement, such as membership of any incident response group, neighbourhood planning and standing as a councillor would be a useful inclusion in the survey, with the remainder of the questions being helpful as they are.
RESOLVED - Noted

OC 32/26 To note the barrier to CIF application and consider further actions
The Council Manager explained that the proposed application for the Community Infrastructure Fund had been halted, due to noncompliance as no planning permission in place. The Council Manager will continue to explore funding opportunities and look at planning as a matter of priority.
RESOLVED - Noted

OC 33/26 To note the submission of the 'project activation form' for the Football Foundation funding for Netherfield MUGA
Following agreement to proceed with the project, to review the approach requested from the Football Foundation and agree next steps, including a Community Engagement approach and plan that needs to be developed over the coming month.
RESOLVED - Noted

OC 34/26 To confirm the pay agreement for 2026/2027
Following agreement between the Unions and the Employers, it was confirmed that the pay agreement is in line with the previously agreed levels from this committee and that there was no further action needed.
RESOLVED - Noted

OC 35/26 To agree to signing the 'letter of engagement' for the internal auditor
Following agreement at the annual meeting, to formally sign the letter of engagement for Auditing Solutions that covers the terms and conditions that are relevant to the relationship between the auditors and the council.
Proposal:
That the committee agrees to the Council Manager signing the letter of engagement on behalf of the council.
Proposed by: Cllr Norris. Seconded by: Cllr Marsh
RESOLVED by way of unanimous vote.

OC 36/26 To propose moving into private sessions, under the Public Bodies (Admission to Meetings) Act 1960
That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
Proposed by: Cllr Norris. Seconded by: Cllr Smith.
RESOLVED by way of unanimous vote.

OC 37/26 To review procurement of HR Support services
The Business Services Manager provided an overview of the comprehensive report provided, covering the process and recommendation for HR support services. After consideration and by

comparing proposals and costings, the recommendation was that CHRGS were appointed on a three year contract.

Proposal:

That CHRGS are appointed as the HR advisors to Woughton Community Council for a period of three (3) years).

Proposed by: Cllr Norris. Seconded by: Cllr Smith.

RESOLVED by way of unanimous vote.

OC 38/26 To address personnel issues of a confidential nature

The Council Manager shared information regarding staffing issues, including the changes of personnel within the food directorate and possible next steps.

RESOLVED - Noted

Date of next meeting: 12th October 2026

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

THE CHAIR CLOSED THE MEETING AT 7.19PM

Chair _____ Date _____

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 12th October 2026

Agenda Item OC 45/26

PURPOSE OF REPORT:

To provide an overview of the Woughton Community Council budget performance for the first six months of the 2026/27 financial year

RECOMMENDATIONS:

That the Committee:

- notes the budget review report; and
- considers the figures shown in the **"Proposed Budget"** as an initial draft for next year's budget.

The proposed budget is still at an early stage and will be looked at in more detail during the training session on Wednesday, 14 October.

MAIN ISSUES AND CONSIDERATIONS:

Overall Net Position: By the end of September, the council had received £1,377,595.92 in income, which is 101% of the yearly budget. It had spent £708,512.66, which is 51% of the yearly spending budget. Overall, this leaves a positive balance of £669,083.26. Spending is generally where we would expect it to be after six months, although some individual budgets need watching.

- **Coffee Hall Meeting Place:** Utilities expenditure is on track with electricity expenditure at £1,657.21 (41% of budget), gas £429.06 (29%) and water £432.76 (43%). Overall Coffee Hall payments are £3,787.90, or 18% of the annual budget.

- **Eaglestone Meeting Place:** Hire income has reached £13,591.00, representing 68% of the annual £20,000.00 budget. Repairs and equipment expenditure is £7,925.51, almost the full annual budget of £8,000.00, and should therefore be monitored closely. Utilities remain below annual budget at this stage.

- **HQ Operations:** Operational payments total £333,015.96, or 47% of the annual HQ budget. Most core operating lines are broadly on profile. Areas requiring monitoring include Health and Safety, with £3,980.63 incurred against no original budget; Communications at £3,126.84 against £4,900.00; Training and Development at £5,586.80 against £6,000.00; and HQ Service Charges at £2,024.74 against £2,915.00. IT & Telephony is only £3,999.25 against a

£30,000.00 annual budget, with significant expenditure scheduled later in the year.

- **Landscape:**

Spending is £127,731.98, or 55% of the yearly budget. Salaries are broadly on track. Landscape running costs are already £4,788.93 against a yearly budget of £5,000. Service budget spending is £23,859.43 against a yearly budget of £38,000. This area needs some continued monitoring.

- **Meeting Places:** Payments total £53,970.38, or 69% of the annual budget, largely reflecting the £30,000.00 Community Centres Investment.
- **Netherfield MP:** Hire income is £6,390.25, or 64% of the annual £10,000.00 budget. Payments are £7,959.26, or 65% of the annual budget, with repairs and equipment at £4,694.13 against a £5,000.00 annual budget.
- **Tinkers Bridge Meeting Place:** Hire income is £4,330.75, only 29% of the annual £15,000.00 budget. Payments are £4,171.79, or 31% of the annual budget, with utilities and service charges generally below annual budget at this stage.
- **Youth and Community:** Spending is £143,389.20, or 57% of the yearly budget. Some projects have spending that was not included in the original budget. This includes Kickback Kitchen (£20,944), HAF Summer 2026 (£6,172.65). This is due to the nature of those projects. It is worth noting that this area has also received £52,816.30 of related income, including £24,628.15 for Kickback Kitchen and £10,101.51 for HAF Summer 2026, which offsets the additional expenditure.

Income profile: The council has received £1,377,595.92 against an annual budget of £1,370,194.50. The precept (£977,318.72) and LCTRS Grant (£105,353.45) have already been received in full, which explains why total income is already above the 50% point at mid-year. Interest income is £6,129.66 against an annual budget of £20,000.00.

AUTHOR

Marta Sobis - RFO

Woughton Commu

Budget Worl

(Between 01/04/2026 a

2026-2027 **Apr - Sep**

Coffee Hall MP

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan
3	Hire of Meeting places		59.72	10.00	10.00	10.00	10.00
33	Electricity	4,000.00	1,657.21	275.00	275.00	275.00	275.00
34	Gas	1,500.00	429.06	71.50	120.00	150.00	150.00
35	Water	1,000.00	432.76	72.00	72.00	72.00	72.00
36	Business Rates	1,800.00	1,048.40	174.00	174.00	174.00	174.00
37	Repairs & Equipment	8,000.00	1,398.83	1,000.00	500.00	500.00	500.00
38	Cleaning Supplies	700.00	296.15	50.00	50.00	50.00	50.00
40	Service charges	2,000.00	-1,534.23			482.75	
152	Building Insurance	1,600.00				1,600.00	
	SUB TOTAL	**20,600.00**	**3,787.90**	**1,652.50**	**1,201.00**	**3,313.75**	**1,231.00**
RECEIPTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**
3	Hire of Meeting places	15,000.00	5,829.63	971.00	971.00	971.00	971.00
33	Electricity		2,508.90			300.00	
	SUB TOTAL	**15,000.00**	**8,338.53**	**971.00**	**971.00**	**1,271.00**	**971.00**

Democracy and Governance

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan
18	Cllr Ward fund	3,800.00	131.20	200.00	600.00	600.00	600.00
21	Community & Environment fund	8,000.00	824.00				
22	Grant Aid (Res Associations)	1,500.00	1,500.00				
57	Member Allowances & Expenses	27,931.00	10,543.90	100.00	5,920.62	100.00	100.00
	SUB TOTAL	**41,231.00**	**12,999.10**	**300.00**	**6,520.62**	**700.00**	**700.00**

Eaglestone MP

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan
5	Hire of Meeting places		133.76	25.00	25.00	25.00	25.00
25	Electricity	4,500.00	1,649.40	275.00	275.00	275.00	275.00

26	Gas	6,000.00	2,479.47	100.00	100.00	250.00	600.00
27	Water	900.00	321.70	55.00	55.00	55.00	55.00
28	Business Rates	4,500.00	2,646.00	441.00	441.00	441.00	441.00
29	Repairs & Equipment	8,000.00	7,925.51				
30	Cleaning Supplies	700.00	337.24	55.00	55.00	55.00	55.00
	SUB TOTAL	**24,600.00**	**15,493.08**	**951.00**	**951.00**	**1,101.00**	**1,451.00**
RECEIPTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**
5	Hire of Meeting places	20,000.00	13,591.00	2,265.00	2,265.00	2,265.00	2,265.00
	SUB TOTAL	**20,000.00**	**13,591.00**	**2,265.00**	**2,265.00**	**2,265.00**	**2,265.00**

Environment

PAYMENTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**
19	Dog bins	8,000.00	5,057.74	526.50	526.50	526.50	526.50
72	Vehicles	1,000.00	530.00			250.00	
88	Service budget	1,500.00	299.61	100.00	100.00	100.00	100.00
100	Tool Library	500.00	40.00				
	SUB TOTAL	**11,000.00**	**5,994.01**	**626.50**	**626.50**	**876.50**	**626.50**
RECEIPTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**
88	Service budget		415.40	60.00			
100	Tool Library		11.28	20.00	20.00	20.00	20.00
130	The National Lottery Community Fund- C		3,853.25				
	SUB TOTAL		**4,279.93**	**80.00**	**20.00**	**20.00**	**20.00**

HQ

PAYMENTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**
13	Affiliations & Subscriptions	12,500.00	3,867.56	3,645.00	910.00	700.00	700.00
15	Audit Fees & Accounting support	5,750.00	5,274.60			525.00	
16	Capital Loan Repayment	26,818.00	13,410.39			8,026.55	
20	Meeting Costs	500.00	462.57	50.00	10.00	10.00	10.00
23	Insurance	4,459.00	4,458.94				
24	Insurance - Vehicles	6,300.00	260.51			6,000.00	
58	Communications	4,900.00	3,126.84		1,916.00	675.00	
59	HQ ORG - Banking fees	1,000.00	227.55	40.00	78.55	40.00	40.00
60	HQ ORG - Electricity	6,000.00	1,572.77	300.00	300.00	300.00	300.00

61	HQ ORG - Cleaning supplies	2,200.00	1,461.03	100.00	100.00	100.00	100.00
62	HQ ORG - Gas	4,000.00	538.78	200.00	200.00	200.00	200.00
63	HQ ORG - Repairs & Equipment	10,000.00	5,032.67	1,500.00	700.00	700.00	700.00
65	HQ ORG - Business Rates	3,100.00	1,810.40	302.00	302.00	302.00	302.00
67	HQ ORG - Waste disposal	3,700.00	2,026.50	340.00	340.00	340.00	340.00
68	HQ ORG - Water	1,200.00	325.02	80.00	80.00	80.00	80.00
69	HQ ORG - Mobiles	1,100.00	500.90	78.55	78.55	78.55	78.55
74	Stationary, Amenities & Services	6,500.00	1,715.31	200.00	200.00	600.00	200.00
75	I.T & Telephony	30,000.00	3,999.25	200.00	22,000.00	200.00	200.00
76	ER Pension Contributions	149,121.53	75,653.25	12,610.00	12,610.00	12,610.00	12,610.00
77	PAYE	81,783.12	42,089.51	7,014.92	7,014.92	7,014.92	7,014.92
78	Salaries	133,917.96	67,831.14	11,305.19	11,305.19	11,305.19	11,305.19
89	Emerging priorities	5,000.00	3,625.00				
90	Training and Development	6,000.00	5,586.80	500.00	500.00		
97	HQ ORG - Service charges	2,915.00	2,024.74			728.75	
133	Flood Protection Equipment	1,000.00	248.71				
143	Health and Safety		3,980.63				
145	CCTV	12,000.00	450.00	11,600.00		400.00	
148	EMR Neighbourhood Planning Programm	15,000.00					
156	EMR Property Reserve	12,500.00		12,500.00			
157	EE Pension Contibutions	42,097.20	21,046.71	3,507.79	3,507.79	3,507.79	3,507.79
158	Employee NI Contributions	31,341.48	16,436.04	2,739.34	2,739.34	2,739.34	2,739.34
159	Employer NI Contributions	84,404.16	42,612.79	7,102.13	7,102.13	7,102.13	7,102.13
165	Vehicles		666.11				
171	Branding	2,000.00	455.69	200.00			200.00
	SUB TOTAL	**709,107.45**	**333,015.96**	**76,114.92**	**71,994.47**	**64,285.22**	**47,729.92**
RECEIPTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**
1	Bank and Investment Interest	20,000.00	6,129.66	6,500.00	3,700.00	500.00	500.00
2	LCTRS Grant	105,353.45	105,353.45				
8	Precept	977,318.72	977,318.72				
9	Additional Income	10,000.00					
	SUB TOTAL	**1,112,672.17**	**1,088,801.83**	**6,500.00**	**3,700.00**	**500.00**	**500.00**

Landscape

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan
70	Vehicles	5,000.00	3,776.44	1,150.00	120.00	120.00	120.00
81	Salaries	180,601.44	90,307.18	15,051.20	15,050.00	15,050.00	15,050.00
83	Landscape Running Costs	5,000.00	4,788.93	400.00	400.00	400.00	400.00
84	Service budget	38,000.00	23,859.43	3,000.00	3,000.00	3,000.00	3,000.00
172	Machinery Replacement Fund	5,000.00	5,000.00				
	SUB TOTAL	**233,601.44**	**127,731.98**	**19,601.20**	**18,570.00**	**18,570.00**	**18,570.00**
RECEIPTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**
7	Landscape Grant	197,522.33	197,522.33				
	SUB TOTAL	**197,522.33**	**197,522.33**				

Meeting places

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan
82	Salaries	43,215.36	23,970.38	3,400.00	3,400.00	3,400.00	3,400.00
155	Community Centres Investment	35,000.00	30,000.00	5,000.00			
	SUB TOTAL	**78,215.36**	**53,970.38**	**8,400.00**	**3,400.00**	**3,400.00**	**3,400.00**
RECEIPTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**
96	Deposit (Hall hire)		1,525.00	500.00			
	SUB TOTAL		**1,525.00**	**500.00**			

Netherfield MP

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan
6	Hire of Meeting places		35.93				
49	Electricity	1,800.00	557.34	90.00	90.00	100.00	90.00
50	Gas	1,500.00	239.48	120.00	120.00	120.00	120.00
51	Water	500.00	413.82	20.00	20.00	20.00	20.00
52	Business Rates	2,000.00	1,141.20	190.00	190.00	190.00	190.00
53	Repairs & Equipment	5,000.00	4,694.13	100.00	100.00	100.00	100.00
54	Cleaning Supplies	600.00	210.56	50.00	50.00	50.00	50.00
134	Building Insurance	900.00	666.80				
	SUB TOTAL	**12,300.00**	**7,959.26**	**570.00**	**570.00**	**580.00**	**570.00**
RECEIPTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**
6	Hire of Meeting places	10,000.00	6,390.25	1,065.04	1,050.00	1,050.00	1,050.00
	SUB TOTAL	**10,000.00**	**6,390.25**	**1,065.04**	**1,050.00**	**1,050.00**	**1,050.00**

Tinkers Bridge Meeting place

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan
4	Hire of Meeting places		18.71	4.21			
41	Electricity	1,400.00	552.86	90.00	90.00	90.00	90.00
42	Gas	1,700.00	448.25	120.00	130.00	150.00	150.00
43	Water	500.00	259.24	40.00	40.00	40.00	40.00
44	Business Rates	1,450.00	847.20	141.00	141.00	141.00	141.00
45	Repairs & Equipment	6,000.00	1,398.39	300.00	300.00	300.00	300.00
46	Cleaning Supplies	600.00	181.12	50.00	50.00	50.00	50.00
48	Service charges	2,000.00	466.02	100.00	100.00	100.00	100.00
	SUB TOTAL	**13,650.00**	**4,171.79**	**845.21**	**851.00**	**871.00**	**871.00**
RECEIPTS		**Budget**	**Actual**	**Oct**	**Nov**	**Dec**	**Jan**
4	Hire of Meeting places	15,000.00	4,330.75	725.00	725.00	725.00	725.00
	SUB TOTAL	**15,000.00**	**4,330.75**	**725.00**	**725.00**	**725.00**	**725.00**

Youth and Community

PAYMENTS		Budget	Actual	Oct	Nov	Dec	Jan
17	Community Events (NON SP)	10,000.00	9,076.23	200.00	200.00	500.00	
71	Vehicles	1,000.00	410.00	70.00	70.00	70.00	70.00
79	Salaries	87,541.92	46,632.95	6,900.00	6,900.00	6,900.00	6,900.00
80	Community Salaries	85,501.44	43,954.10	7,325.68	7,325.00	7,325.00	7,325.00
85	Water - No 95	1,000.00	152.42	50.00	50.00	50.00	50.00
86	Youth Services budget	10,000.00	1,988.07	1,100.00	1,100.00	1,100.00	1,100.00
87	Service Plan Delivery	15,000.00					
136	Community Food	10,500.00	2,822.17	300.00	10,000.00	300.00	300.00
137	Electricity - No 95	1,500.00	449.44	80.00	80.00	80.00	80.00
138	Gas - No 95	2,000.00	405.47	100.00	120.00	150.00	150.00
140	Business Rates - No 95	1,750.00	1,192.20	171.00	171.00	171.00	171.00
141	Repairs and Maintenance - No 95	4,000.00	2,515.53	250.00	250.00	250.00	250.00
151	Building Insurance		580.78				
170	Business Rates - No 99	1,500.00	1,391.50	177.00	177.00	177.00	177.00
173	Repairs and Maintenance - No 99	4,000.00	2,800.47	200.00	200.00	200.00	200.00
178	Electricity - No 99	4,000.00	772.27	350.00	450.00	500.00	500.00

	SUB TOTAL	250,751.36	143,389.20	17,273.68	27,093.00	17,773.00	17,273.00
RECEIPTS		Budget	Actual	Oct	Nov	Dec	Jan
	SUB TOTAL		52,816.30	450.00	450.00	450.00	450.00

	TOTAL PAYMENTS	1,395,056.61	708,512.66	126,335.01	131,777.59	111,470.47	92,422.42
	TOTAL RECEIPTS	1,370,194.50	1,377,595.92	12,556.04	9,181.00	6,281.00	5,981.00

unity Council

ksheet

and 31/03/2027)

		2026-2027		2027-2028	
Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
10.00	10.00	119.72	-119.72		
275.00	275.00	3,307.21	692.79	3,000.00	
150.00	165.00	1,235.56	264.44	1,500.00	
72.00	72.00	864.76	135.24	1,000.00	
		1,744.40	55.60	1,900.00	
500.00	500.00	4,898.83	3,101.17	8,000.00	
50.00	50.00	596.15	103.85	700.00	
	482.75	-568.73	2,568.73	2,500.00	
		1,600.00			
1,057.00	**1,554.75**	**13,797.90**	**6,802.10**	**18,600.00**	
Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
971.00	971.00	11,655.63	-3,344.37	15,000.00	
	300.00	3,108.90	3,108.90	1,000.00	bp Pulse
971.00	**1,271.00**	**14,764.53**	**-235.47**	**16,000.00**	

Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
600.00	600.00	3,331.20	468.80	3,800.00	
		824.00	7,176.00	5,000.00	reduced due to limited uptake
		1,500.00		1,500.00	
100.00	100.00	16,964.52	10,966.48	28,000.00	
700.00	**700.00**	**22,619.72**	**18,611.28**	**38,300.00**	

Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
25.00	25.00	283.76	-283.76		
275.00	275.00	3,299.40	1,200.60	4,000.00	

800.00	900.00	5,229.47	770.53	6,000.00	
55.00	55.00	651.70	248.30	900.00	
		4,410.00	90.00	4,750.00	
		7,925.51	74.49	8,000.00	
55.00	55.00	667.24	32.76	700.00	
1,210.00	**1,310.00**	**22,467.08**	**2,132.92**	**24,350.00**	
Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
2,265.00	2,265.00	27,181.00	7,181.00	25,000.00	
2,265.00	**2,265.00**	**27,181.00**	**7,181.00**	**25,000.00**	

Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
526.50	526.50	8,216.74	-216.74	8,500.00	
		780.00	220.00	1,000.00	
100.00	100.00	899.61	600.39	1,500.00	
		40.00	460.00	500.00	
626.50	**626.50**	**10,003.01**	**996.99**	**11,500.00**	
Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
		475.40	475.40	0.00	
20.00	20.00	131.28	131.28	0.00	
		3,853.25	3,853.25	0.00	
20.00	**20.00**	**4,459.93**	**4,459.93**	**0.00**	

Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
1,160.00	900.00	11,882.56	617.44	12,500.00	
		5,799.60	-49.60	6,000.00	
	5,383.84	26,820.78	-2.78	0.00	paid off
10.00	10.00	562.57	-62.57	550.00	
		4,458.94	0.06	4,500.00	
		6,260.51	39.49	6,300.00	
		5,717.84	-817.84	5,200.00	
40.00	40.00	506.10	493.90	1,000.00	
300.00	300.00	3,372.77	2,627.23	4,000.00	

100.00	100.00	2,061.03	138.97	2,200.00	
150.00	150.00	1,638.78	2,361.22	4,000.00	
700.00	700.00	10,032.67	-32.67	10,000.00	
		3,018.40	81.60	3,300.00	
340.00	340.00	4,066.50	-366.50	4,000.00	
80.00	80.00	805.02	394.98	1,200.00	
78.55	78.55	972.20	127.80	1,100.00	
200.00	600.00	3,715.31	2,784.69	6,500.00	
200.00	200.00	26,999.25	3,000.75	30,000.00	
12,610.00	12,610.00	151,313.25	-2,191.72		
7,014.92	7,014.92	84,179.02	-2,395.90		
11,305.19	11,305.19	135,662.28	-1,744.32	263,560.00	total cost to the employer (includes gross pay, NIC and pe
		3,625.00	1,375.00	5,000.00	
		6,586.80	-586.80	8,000.00	
	728.75	3,482.24	-567.24	3,500.00	
		248.71	751.29	1,000.00	
		3,980.63	-3,980.63	2,000.00	
	400.00	12,850.00	-850.00		decision re renewal pending
			15,000.00		
			12,500.00	12,500.00	
3,507.79	3,507.79	42,093.45	3.75		
2,739.34	2,739.34	32,872.08	-1,530.60		
7,102.13	7,102.13	85,225.57	-821.41		
		666.11	-666.11	1,000.00	
		855.69	1,144.31	2,000.00	
47,637.92	**54,290.51**	**682,568.91**	**26,538.54**	**400,910.00**	
Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
1,100.00	500.00	18,929.66	-1,070.34	20,000.00	
		105,353.45		105,353.45	
		977,318.72		1,006,638.28	
			-10,000.00	10,000.00	
1,100.00	**500.00**	**1,101,601.83**	**-11,070.34**	**1,141,991.73**	

Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
120.00	120.00	5,526.44	-526.44	5,000.00	
15,050.00	15,050.00	180,608.38	-6.94	330,292.00	
400.00	400.00	7,188.93	-2,188.93	6,000.00	
3,000.00	3,000.00	41,859.43	-3,859.43	40,000.00	
		5,000.00		5,000.00	
18,570.00	**18,570.00**	**240,183.18**	**-6,581.74**	**386,292.00**	
Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
		197,522.33		203,448.00	
		197,522.33		**203,448.00**	

Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
3,400.00	3,400.00	44,370.38	-1,155.02	68,324.00	
		35,000.00		10,000.00	
3,400.00	**3,400.00**	**79,370.38**	**-1,155.02**	**78,324.00**	
Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
		2,025.00	2,025.00		
		2,025.00	**2,025.00**	**0.00**	

Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
		35.93	-35.93		
100.00	100.00	1,127.34	672.66	1,700.00	
120.00	120.00	959.48	540.52	1,500.00	
20.00	20.00	533.82	-33.82	600.00	
		1,901.20	98.80	2,100.00	
100.00	100.00	5,294.13	-294.13	5,000.00	
50.00	50.00	510.56	89.44	600.00	
		666.80	233.20	800.00	
390.00	**390.00**	**11,029.26**	**1,270.74**	**12,300.00**	
Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
1,050.00	1,050.00	12,705.29	2,705.29	10,000.00	
1,050.00	**1,050.00**	**12,705.29**	**2,705.29**	**10,000.00**	

Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
		22.92	-22.92		
90.00	90.00	1,092.86	307.14	1,400.00	
150.00	150.00	1,298.25	401.75	1,700.00	
40.00	40.00	499.24	0.76	500.00	
		1,411.20	38.80	1,500.00	
300.00	300.00	3,198.39	2,801.61	6,000.00	
50.00	50.00	481.12	118.88	600.00	
100.00	100.00	1,066.02	933.98	2,000.00	
730.00	**730.00**	**9,070.00**	**4,580.00**	**13,700.00**	
Feb	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**	**Comments**
725.00	725.00	8,680.75	-6,319.25	10,000.00	
725.00	**725.00**	**8,680.75**	**-6,319.25**	**10,000.00**	

Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
		9,976.23	23.77	10,000.00	
70.00	70.00	830.00	170.00	1,000.00	
6,900.00	6,900.00	88,032.95	-491.03	161,780.00	
7,325.00	7,325.00	87,904.78	-2,403.34	147,007.00	
50.00	50.00	452.42	547.58	800.00	
1,100.00	2,500.00	9,988.07	11.93	10,000.00	
	15,000.00	15,000.00		15,000.00	
300.00	300.00	14,322.17	-3,822.17	10,500.00	
80.00	80.00	929.44	570.56	1,200.00	
150.00	150.00	1,225.47	774.53	2,000.00	
		1,876.20	-126.20	1,900.00	
250.00	250.00	4,015.53	-15.53	5,000.00	
		580.78	-580.78	600.00	
		2,099.50	-599.50	2,100.00	
200.00	200.00	4,000.47	-0.47	4,000.00	
500.00	500.00	3,572.27	427.73	4,000.00	

16,925.00	44,783.00	284,509.88	-33,758.52	376,887.00	
Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
450.00	450.00	55,516.30	55,516.30	0.00	

91,246.42	126,354.76	1,375,619.32	19,437.29	1,361,163.00	
6,581.00	6,281.00	1,424,456.96	54,262.46	1,406,439.73	

OC 48/26 – Pension scheme compliance clarification

The following was received from the Buckinghamshire Local Government Pension Scheme (LGPS), following a review of members compliance with expectations.

As can be seen, Woughton Community Council and the RFO specifically, have complied with all aspects of the scheme and no action is needed.

Whilst this is excellent news, it should be noted that this is a result of significant work by the RFO over a number of years, to address historic issues that were in need of work.

Dear Employer,

As part of our commitment to maintaining high standards in scheme administration, we are monitoring and reporting on employer performance at quarterly intervals. This process ensures compliance, promotes transparency, and supports the efficient delivery of the Scheme.

Performance Monitoring
Employers are assessed periodically against specific tasks and service standards, including but not limited to:
- Timely and accurate submission of monthly data returns
- Submission of new starter and leaver information
- Provision of year-end data
- Responsiveness to queries and communications
- Compliance with statutory deadlines and processes

The Roles and Responsibility document is a detailed administration guide to the LGPS. Please ensure that any third-party payroll provider is aware of Buckinghamshire Pension Fund's requirements as they can vary by fund. Employers remain ultimately responsible for the accuracy and completeness of submitted data.

As part of our quarterly 1 performance monitoring, we have reviewed your performance against the required service standards. ***We can confirm that your performance is in line with expectations and no charges have been applied.***

We appreciate your cooperation in supporting the effective administration of the Scheme. If you have any questions about your responsibilities or performance reports, please do not hesitate to contact me.

The roles and responsibility document cannot be accessed (dead link), but we will see if we can get access to a copy to share.

Steve McNay
Council Manager

Milton Keynes City Council

October 2025

Dear Clerks and Councillors

Crisis Resilience Fund – funding for Parishes

The **Crisis Resilience Fund** (which replaced the Household Support Fund from April 2026) is a 3 year government-funded programme administered by councils to help low-income and vulnerable households afford essential costs (such as support with housing costs, food, energy, utilities, essential items and other basic and crisis costs). Since the HSF launched in 2021, councils have delivered millions of emergency payments to residents struggling with the cost-of-living crisis.

Milton Keynes City Council has allocated **£100,000** from its Crisis Resilience Fund to parishes (for 2026/27) so that they can continue to provide vital initiatives such as community cafes, community hubs, social clubs and wellbeing support, including 'warm places', 'chill spaces', pop up cafes and other informal social activities where people can meet up, with the aim of preventing poverty locally and building local resilience and support. The fund can also be used to provide supplementary advice services (eg guided budgeting, employment support, debt reduction advice and income maximisation services), including signposting to such support. We appreciate that many Parish and Town Councils already organise such support, and this funding can be used to extend initiatives so that more people can benefit. The funding can cover any costs paid out since April 2026, through to March 2027.

£75,000 of the £100,000 will be allocated to Parishes in the same way as in previous years. The funding has been allocated on a one-off basis, but there will be an opportunity to 'repeat' for a further two years, so this will need to be a consideration when putting arrangements in place. For the remaining **£25,000** we will be inviting all parishes to 'Express an Interest' in working with us to administer a local 'voucher' scheme, where by parishes will be able directly issue vouchers to those that present to them, providing a certain criteria is met.

As we have done in the past, when allocating one off funding to support the city's most vulnerable residents, the funding (**£75,000**) has been allocated based on the latest deprivation indices, with parishes being organised into groups. Group one is the ten parishes which have areas within them that are the most deprived according to the Index of Multiple Deprivation (IMD) sharing £40,000,

Need to contact us?
Sarah.Gonsalves@milton-keynes.gov.uk
01908 253 099
Civic, 1 Saxon Gate East, Milton Keynes MK9 3EJ
www.milton-keynes.gov.uk

group two is the ten parishes which have areas in them that are the next most deprived according to the IMD sharing £20,000 and group three is the remaining 28 parishes that may wish to draw from the remaining £14,000. Full details of the allocations are shown overleaf.

If you would like to access the funding, please contact Kay Pettit (kay.pettit@milton-keynes.gov.uk) to confirm as soon as possible. A grant agreement will be drawn up setting out the terms of the funding. We will require a summary of how monies have been spent as at end of Q3 (in January 2026) with a final update on spend at end of Q4 (in April 2027), so that we can report back to Government as part of our total fund allocation. We are also keen to hear about the initiatives you are working on so that we can signpost them through Council communications channels for the benefit of local people. Please also let Kay know if you would be interested in working with us to distribute vouchers as described above.

If you have any queries about the funding, please do feel free to get in touch with Kay.

Kind regards,

Sarah Gonsalves
Director of Customer and Community Services

		Allocated funding
Group 1 The 10 parishes which have areas within them that are the most deprived according to the IMD **Total Allocation £40,000**	Bletchley and Fenny Stratford TC Bradwell PC Campbell Park CC Great Linford PC New Bradwell PC Stantonbury PC Stony Stratford TC West Bletchley Council Wolverton and Greenleys TC Woughton CC	£4,000 each
Group 2 The 10 parishes which have areas in them which are the next most deprived according to the IMD **Total Allocation £20,000**	Abbey Hill PC Broughton & MK Village PC Central Milton Keynes TC Loughton and Great Holm PC Newport Pagnell TC Shenley Brook End & Tattenhoe PC Shenley Church End TC Simpson & Ashland PC Walton CC Wavendon PC	£2,000 each
Group 3 The remaining 28 parishes **Total allocation £15,000**	All other parishes	Circa £500 each, with an opportunity to request additional amounts

OC 50/26 – Employee Assistance Programme renewal

The following was received from Bucks and MK ALC:

Dear Colleagues

Firstly an apology to those who have been patiently waiting for their EAP Invoice for the 26 /27 support year. We had an outstanding query and had been unable to confirm the rate. I'm now pleased to say that the rate has been confirmed at £8.17 per person covered. You may recall that we are now able to accept not just employees but the councillors as well and even subcontractors who are working with you.

I'm circulating the form again for you to complete so that we can ensure we have the correct numbers in place. Remember I don't need to know any names of the people you are providing cover for, only the number and the name of your council, for invoicing purposes. When they call in for support, they need to say that they work with BMKALC, which further ensures their anonymity. Invoices will be generated on receipt of your completed forms.

I know this is one service that we all hope we never have to use, however should that need arise, it may prove to be absolutely essential.

Kind regards

Mel

This is a scheme that provides access, should it be needed, to support and advice, alongside tools to encourage healthy lifestyles. In full:

The Service

- A totally confidential 24 hour/365 day phoneline for employees and their immediate family living at the same address.
- Up to 6 counselling/support sessions are available for employees (not immediate family).
- A confidential 24 hour/365 day phone line for managers who want guidance on how to support their employees.
- A great website with resources, information and webchat functionality
- A pro-active app providing resources to help you with your specific health and well-being needs.

Support covering the following topics:

- Financial concerns, budgeting or debt issues
- Workplace issues
- Anxiety, stress or depression
- Physical and mental health concerns
- Emotional, relationships or family issues

- Bereavement support
- Legal issues – disputes with neighbours, retailers, energy suppliers etc.

Telephone

No matter what time of day or night, when life gets challenging, or you just simply need advice TP Health t/a Optima is there for you

Your calls will be answered by experienced, professional, and non-judgmental advisors that will provide you with peace of mind. The service is confidential, so you can have confidence that your conversations will remain between you and your advisor.

Workplace Wellbeing Website

The workplace wellbeing platform provides access to information about EAP services plus self-help content. It includes engaging materials covering Healthy Body, Healthy Mind, Healthy Life and Healthy Work – including videos, podcasts, articles and guides. There are two sub-sections within the platform, one for managers and the other for employees.

- The Managers section includes access to resources to support line managers in their role, including a well-being calendar, learning opportunities such as well-being workshops and information on specific health conditions.
- The Employees section includes access to resources including videos, podcasts, articles and guides and fast access to contracted services such as Optimise and the Employee Assistance Programme.

Optimise

The Optimise platform is a health and wellbeing app available to all employees. You will need to register when you first access the app and will be required to answer a series of lifestyle questions to create a Quealth score. The Quealth score will produce specific recommendations based on your answers.

- Healthy Days – see how positive lifestyle changes translate into life free of illness and disease or additional "healthy days".
- Wellbeing Resources – packed with articles, videos and podcasts, divided into eight broad lifestyle categories. Partnered with the Money Advice Service to bring you all their great tools, calculators and resources.
- Wearable Integration – integrates with leading fitness trackers and wearables to track and monitor your lifestyle data.
- Rewards & Recognition – smart onboarding, pulse surveys, status levels, badges, streaks, goals and more.
- Assessment Centre – a collection of mental, physical and financial health checks headlined by awarded-winning Quealth Score and the Big Five assessments.
- Personalised Dashboard – packed with suggestions and prompts, it provides direct links to all platform features.

Optima Pay As You Use Member Service to assist with Occupational Health support

This is a ‘pay as use’ service with no annual charge, no joining, on-boarding or exit charges. You do not need to be part of our Employee Assistance Programme which is now available for both employees and councillors. Indicative prices for services are below

Service charges:

- £190 for Occupational Health Adviser referral
- £375 Occupational Health Practitioner/Physician referral
- £43.50 for a pre-employment health check

The cost, as noted above, is £8.17 per employee (or councillor). For Woughton, this equates to 51 individuals (including all sessional, bank workers, etc.) which covers all staff and councillors and their families.

Total cost is £416.67 for the year.

Steve McNay
Council Manager

OC 51/26 – Consideration of inclusion in a Community Energy scheme

The following was received from MKCC:

Milton Keynes City Council is currently developing a bid to the Great British Energy Local Partnerships Grant in partnership with Milton Keynes Community Energy.

The bid would seek funding to undertake feasibility and development work for community-owned rooftop solar projects on suitable buildings across Milton Keynes.

As part of the bid, we are looking to identify parish and town councils that may wish to be included in the project.

If successful, the project would assess the suitability of participating buildings for solar PV and explore potential generation capacity, carbon savings, financial benefits and delivery models in partnership with MK Community Energy.

At this stage, we would like to understand whether your council would like to be included in the bid and, if so, which building(s) you would like us to consider.

- *Confirmation that your council would like to be considered as part of the bid; and*
- *The address(es) of any building(s) you would like us to assess.*

Alternatively, if you just want more information before deciding, feel free to reach out to Alex.

At this stage you are not committing to any physical works being done, but just to include your building in a feasibility study. Inclusion in the bid does not guarantee that a particular building will be taken forward, as this will be determined through feasibility work if the funding application is successful.

Whilst it is unclear at this point whether the bids noted previously will be successful, this would be an alternative way of utilising our buildings (owned by MKCC) for solar production and cheaper energy.

The Council Manager will continue to liaise with the relevant officers to gather further understanding and clarification of what this might mean for WCC.

Steve McNay
Council Manager