

Tuesday 10th September 2024

To: All members of the Services & Communities Committee

Cllrs Nick Scott (Chair), Ruth McMillan (Vice-Chair), Eamon Bobey, Janette Bobey, Maggie Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Luke Louis, Charlie Marsh, D'Anne Mordecai, April Rennie, Liz Simpkins, Sue Smith, Lorna Webb, Alan Williamson.

Notice of Meeting

You are hereby summoned to attend a meeting of the **Services & Communities Committee** to be held on **Monday 16th September 2024** commencing **6:00pm** at the **Woughton Community Council Hub, Council Chamber, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

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/>

Steve McNay
Council Manager

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

AGENDA

SC 149/24 Apologies:

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

SC 150/24 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.

SC 151/24 Questions from the public (maximum 10 minutes):

To receive questions and statements from members of the public.

SC 152/24 Chairs announcements:

To receive announcements from the Chair.

SC 153/24 Minutes of previous meetings:

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

- Monday 15th July 2024.

(Attached)

Communities and Environment Fund Application(s)

SC 154/24 Friends of Coffee Hall Café application to support a trip to the Black Country Museum.

(Papers and full applications (redacted) attached)

Reports

SC 155/24 Review of the Communities and Environment Fund process

(Paper and current guidelines attached)

SC 156/24 CCTV update from Crimewave.

(Information only – papers attached)

SC 157/24 Correspondence received regarding food provision at the Community Café

(Papers attached)

SC 158/24 Discussion regarding the Boxing Club at Eaglestone and approach to charging / supporting

(Papers attached)

SC 159/24 Initial discussion around budgets for 2025/26 and proposals from the committee for inclusion in early planning

(Verbal update only)

SC 160/24 Events feedback and upcoming events

(Paper attached)

**SC 161/24 An update on youth and community activity over the summer.
(Update from Youth and Community Manager)**

Date of next meeting:

Monday 21st October 2024, **6:00pm**, at the Woughton Community Council Hub, Council Chamber, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.



Woughton Community Council

Services & Communities Committee

**Minutes of the meeting held on Monday 15th July 2024 at 6:30pm
Woughton Community Council Hub, Council Chamber,
60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

Present: Cllrs Nick Scott (Chair), Ruth McMillan (Vice Chair), Micheal Ferguson, Maggie Ferguson, April Rennie, Charlie Marsh, Lorna Webb, Luke Louis, Liz Simpkins, Sue Smith.

Also present:

Steve McNay (Council Manager – via online)

Tash Darling (Youth and Communities Manager)

SC 133/24 Apologies:

Cllrs Eamonn and Janette Bobey and Cllr Donna Fuller (attended online)

Cllr Peny Glasgow

RESOLVED – apologies accepted.

SC 134/24 Declarations of Interest:

Cllr Rennie declared an interest in the two TBRA grant applications and SC148/24.

RESOLVED - Noted

SC 135/24 Questions from the public (maximum 10 minutes):

Two questions that were submitted, which the Council Manager has passed to relevant officers:

- Putting to grass an area on Neapland, Beanhill that has previously had stuff cut down – passed to Estates Manager
- Request for a chicane to be installed to reduce speed on Beanhill (Neapland / Tandra). Council Manager to investigate potential and bring back to a future meeting.

ACTION – Council Manager to speak with Highways around options.

SC 136/24 Chairs announcements:

Chairs Awards was very well received and thanks offered to those involved and the winners and nominees.

RESOLVED – noted.

SC 137/24 Minutes of previous meetings:

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

- Monday 20th May 2024.

Cllr Scott proposed that these were an accurate record of the meeting. Seconded by Cllr Smith.

RESOLVED

SC 138/24 Moorfriends Application to support a trip to Wicksteed Park.

This was passed on from the previous meeting where some confusion was apparent.

The Council Manager spoke to the paper, explaining a different approach with the paper to make it as simple as possible.

Proposal:

That the funding applied for (total of £1150) is awarded to Moorfriends, with a proviso that if spaces are not taken up, that spaces are opened up to others from the parish.

It was also requested that applicants are reminded about the feedback requirement.

Proposed by: Cllr Scott Seconded by: Cllr Maggie Ferguson

RESOLVED by way of unanimous vote.

SC 139/24 Tinkers Bridge Residents Association to support a Fun Day.

The Council Manager spoke to the paper, detailing the compliance, quotes provided, etc. There was some discussion around the timing of this application, as the event takes place on Saturday and has been advertised, which is not compliant with the guidelines. However, it was suggested that officers had failed to advise TBRA effectively on this and as such, some leeway was due.

It was stated by committee that this should be seen as a 'one off' due to circumstance and that any further applications that don't comply with the guidance should still be excluded.

It was also suggested that officers should be impartial, although it was not clear with what this was related to.

Proposal:

That the funding applied for (total of £615) is awarded to TBRA, with the proviso that this is a one off due to specific circumstances and that compliance with the guidance MUST be prioritised in future.

Proposed by: Cllr Scott Seconded by: Cllr Michael Ferguson.

RESOLVED by way of unanimous vote.

SC 140/24 Tinkers Bridge Residents Association to support a trip to Great Yarmouth

The Council Manager spoke to the paper, detailing the compliance, quotes provided, etc.

Proposal:

That the funding applied for (total of £643) is awarded to TBRA.

Proposed by: Cllr Scott Seconded by: Cllr Smith

RESOLVED by way of unanimous vote.

There was further discussion around the process of this grant funding, following a number of different approaches trialled over the past few years. It was suggested that a small group could meet over the summer to look at this and decide on an agreed way forward for the grant funding to ensure that it is administered fairly, transparently and with clear guidance known to all.

Proposal:

That following some recent confusion, that a review of the process, policy, paperwork and other information relating to the Communities and Environment, with an understanding that any changes are not enforced retrospectively.

Proposed by: Cllr Maggie Ferguson Seconded by: Cllr Scott

RESOLVED by way of unanimous vote.

ACTION – A small working group to review the grant funding process with a view to making recommendations to this committee later in the year.

SC 141/24 CCTV update from Crimewave.

The Council Manager spoke to the paper, explaining the current placement and actions from the two cameras. The Council Manager reminded councillors that if there are issues that may have been covered by the cameras, we can request a review of the footage from the CCTV company.

There were some suggestions proposed by members of the committee as to where the camera may be placed. This included one remaining where it is, some traffic issues and a further ASB issue on Beanhill.

RESOLVED – noted.

ACTION – Committee members / councillors to send requests for camera placements to the Council manager who will liaise with the relevant people.

SC 142/24 Initial contact re: VE-Day commemorations 2025

The Council Manager spoke to the paper, explaining that this follows on from the success of the 80th Anniversary of D-Day, with a further event planned for VE Day in May 2025. Various ideas were suggested for any event.

Proposal:

‘The committee would like WCC to provide an event commemorating VE Day, to take place in May 2025 and tasks the Council Manager with registering for this, and that a small working group is created to decide on the nature of the event’.

Proposed by: Cllr Scott Seconded by: Cllr Smith

RESOLVED by way of unanimous vote.

SC 143//24 Update on Place Based Funding approach from Sport England

An update was provided by the Council Manager, giving an overview of activity to this point. Potential for future investment into sporting activities and resources within the parish.

Proposal

‘The committee welcomes the opportunity to be involved in these discussions and tasks the officer team to continue initial work, providing feedback to the committee as and when appropriate.’

Proposed by: Cllr Scott Seconded by: Cllr Simpkins

RESOLVED by way of unanimous vote

SC 144/24 Update on Woughton in 50 improvements to ABC / Owl and Pussycat

The Council Manager spoke to the paper, updating on what actions have taken place to this point, both in terms of getting ready for the festival, but also for longer term work.

It was noted that any photos of the park from the past would be welcomed, to try and make sure that they are in keeping when repaired. Cllr Ferguson also encouraged the communities skills to be utilised as part of this project.

RESOLVED – noted.

SC 145/24 Update on initial discussions regarding inclusive play area

The Council Manager provided an overview of this issue, talking through the initial discussion with Cllr McQuillan, funding now being in place and MKCC looking at options to install at the small green space opposite the church, between Garraways and Daniels Welch.

RESOLVED – noted.

SC 146/24 Update on progress with No 99 Jonathans

The Council Manager updated the committee on progress on No 99, with proposals for repairs via the Mears foundation, signing of the lease following a condition survey report that has been included within the lease. Proposal is that we aim for a December 'opening', with a view to have some work in place around developing the service for No 99.

To this end, suggestion that a small working group is created to look at this issue to have a clear project plan in place prior to any formal launch.

RESOLVED – noted.

SC 147/24 Information regarding the 'Wheelie Big Picnic'.

The Youth and Community Manager spoke to this paper, giving significant detail on the overall Service Plan item around improving cycling within the parish.

This event proposes a range of activities within the 'Wheelie Big Picnic' – a 'pump track', safe cycling routes, repairs tent, etc.

In the longer term, cycle storage and improvements to wider infrastructure are also planned.

RESOLVED – noted.

SC 148/24 Tinkers Bridge Meeting Place office space update

Following a request from Cllr Rennie to withdraw this paper, this item was withdrawn from the agenda, on the understanding that the issues raised in the paper that Cllr Rennie provided in response were considered.

Date of next meeting:

Monday 16th September 2024, **6:00pm**, at the Woughton Community Council Hub, Council Chamber, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

The Chair closed the meeting at 20.02hrs.

Signed:

WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 16th September 2024

Agenda Item SC 154/24

PURPOSE OF REPORT: To provide information regarding grant application from Friends of the Coffee Hall Community Café for a trip to the Black Country Living Museum.

RECOMMENDATION:

1. Committee notes the report
2. Committee decides on funding

MAIN ISSUES AND CONSIDERATIONS:

This application is to part fund the cost of coach travel and admission to the Black Country Living Museum. The proposal states that this trip has been proposed after engaging with the group's members as well as community members on a weekly basis at café sessions in the Coffee Hall Meeting Place. It is based on the popularity of the previous trip to the same place. Alternative destinations were proposed but the museum was the most popular choice. The proposal states that the trip will let members of the local community enjoy a day away from Milton Keynes and appreciate the nostalgic memories that the museum invokes. Funding applied for is £400.

The applicant meets the standards necessary in terms of paperwork.

This application was received on 29th August and the trip is planned to take place before the end of November.

STAFFING IMPLICATIONS:

None known.

FINANCIAL IMPLICATIONS:

The application includes 2 quotes. 3 quotes were requested but only 2 were received.

The proposal is that the remainder of the funding will come from existing group funds, and a nominal ticket price of £10 per person. A further £400 has been requested from Milton Keynes Community Foundation.

There is currently £9,592 in the fund pot.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

Redacted application form.

SUGGESTED PROPOSAL:

AUTHOR

Sean Perry – Operations Manager



Office Use Only
Date Application Received
Minute Number

Woughton Community Council

Communities and Environment Fund Application Form

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

Name of Organisation	Friends of the Community Cafe Association, Coffee Hall	Date of Application	12th June 2024
Status of Organisation			
<input type="checkbox"/> Charity	State Registered Charity Number		
<input type="checkbox"/> Company Limited by Guarantee	State Company Number		

Contact Information for the Organisation			
Contact Name (someone who has full knowledge of this application)	████████████████████	Position	Group Secretary
Address	██		
Email Address	██		
Website	N/A		

In the event that your application is successful please state who the grant cheque should be made payable to / please provide bank account details so a direct payment can be made			
Payable to	Friends of the Community Cafe Association, Coffee Hall		
Sort Code	██████████		
Account Number	████████████████████		

Chair	Lesley Dwyer	Telephone / Email	[REDACTED]
Treasurer	Penelope Glasgow	Telephone / Email	[REDACTED]
Secretary	Mark Gould	Telephone / Email	[REDACTED]

Please provide details of 2 independent referees (this cannot be anyone related to or living at the same address as the applicant) who has knowledge of the project. This person should be easily contactable and must agree on amounts.

Name Donna Fuller

Address

[REDACTED]

Email Address

[REDACTED]

Telephone Number

[REDACTED]

Name Sue Smith

Address

[REDACTED]

Email Address

Telephone Number

[REDACTED]

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

We are a Community Group that organises social trips for our members and the wider local community. We are a totally independent not-for-profit and non-political group set up to fund activities that reduce isolation and loneliness and aid community cohesion by not being limited to individual estate boundaries within the Woughton Community Council area.

Amount Requested: £ 400.00

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

To subsidise coach travel to Dudley and cost of admission to the Black Country Living Museum.

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

We have been engaging with our members and community members on a weekly basis during the Coffee Hall Community Cafe sessions held on a Tuesday and Thursday. We have asked for various alternative destinations, but a return to the Black Country Living Museum has remained the most popular request. A return would also provide other community members who missed the previous trip to visit the museum.

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

A Grant would make the trip more affordable for members of the local community to travel to and enter the museum. Feedback from the previous trip has also indicated that many appreciated the childhood memories of nostalgia that many exhibits at the Museum invoked.

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

As well as not benefitting from the feeling of wellbeing invoked by the nostalgia during the trip, many community members would not have the opportunity to spend a day outside of Milton Keynes away from their homes and the potential loneliness and isolation they may regularly feel.

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

A nominal ticket price will be charged to encourage members to attend on the day and avoid empty seats on the coach. Fundraising by the Group throughout the year has also reduced the amount required by Grant funding. Continued fundraising will make future trips more viable.

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

This project does not have an environmental focus.

When will the project / activity start and finish?

As soon as possible after Grant award.

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

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

How many beneficiaries of the project/activity reside or work in the Woughton Parish area? 51

How have you reached this figure? Please explain the process you used

Capacity of a single deck coach. The upper deck of a double deck coach would not be accessible by the mobility impaired and would not have sufficient storage space for mobility aids.

Woughton Community Council priority is poverty, with 3 focus strands. Please tick which is appropriate to your project (scoring criteria 6)

Youth

Food

Advice

How does your project meet the priorities identified above?

The trip would contribute to BUILDING COMMUNITIES, which forms one of the FOUR focus strands to meet Woughton Community Councils Poverty Priority. The coach also provides a captive audience to which advice could also be provided.

Project Finances (scoring criteria 5)

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

Item	Cost	Amount requested
Coach Travel	£ 750.00	£
Museum Admission (Est)	£ 950.00	£ 400
	£	£
	£	£
	£	£
	£	£
	£	£
Total	£ 1,700.00	£ 400

Do you expect the activity/project to generate an income?

Yes

No

If so, how much? £

N/A

How will the income be used?

How will you raise any outstanding balance?

A nominal ticket price of £5 per person will be charged. Group Fundraising events throughout the year have also provided other funds. An application to the Milton Keynes Community Foundation has also been made.

Have you made an application to any other funders for this project/activity, or do you intend to? If so, please tell us who they are, how much you have requested and when you expect a response.

Funder	Amount requested	Amount awarded	Response date
MKCF	£ 400	£	
FOTCCCH	£ 400	£	
	£	£	
	£	£	

How will you know if the project has been successful? If your project is successful, you will be asked to provide an evaluation, so please consider how you will show success – testimonials, feedback forms, statistics (number of people, demographics etc) could all be used to support this.

Feedback received at the Community Cafe Sessions after the trip will provide the main feedback and testimonials on the success of the trip. The checklist of passengers will also provide the number of people and demographics of the people who benefitted from the trip.

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

Name Mark Gould

Position Group Secretary

Signature



Date

29/08/29

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

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

Constitution: Friends of the Community Café Association, Coffee Hall.

Our group is called “Friends of the Community Café Association, Coffee Hall” and we cover the Woughton area of Milton Keynes.

For the remainder of this document, the word ‘Association’ hereby refers to the ‘Friends of the Community Café Association, Coffee Hall’.

Aims

We are a Community Group that organises social activities for our Member’s. We are a totally independent not-for-profit and non-political group set up to fund activities and aid community cohesion.

Our Association will:

- Be run in a fair and transparent manner, including financial matters.
- In accordance with the Equality Act 2010, be open and welcoming to all who live in the area regardless of their nationality, race, colour, sexuality, gender, disability, age, religion, political opinion, tenure, marital status, parental status, health, criminal record or any other reason which may arise. We will encourage the participation of all sections of our community so that they have an opportunity to have a say.
- Seek funding to meet our aims and meet the funding body’s requirements regarding applications.
- Charge each Association Member a £1 weekly subscription fee.
- Ensure that any Trips, Outings or events arranged by the Association are open to all residents. Members have priority and are entitled to any subsidies if available, to be eligible for a priority place or a subsidy a Member must have attended at least five Association meetings within the year, priority places and subsidies include family living at the Members home.
- Not undertake events or outings with children in the absence of their parents/Guardians or DBS checked staff. Parents/Guardians or DBS checked staff will remain responsible for their children’s welfare throughout all the events or activities undertaken by the by the Association. Any events organised by the Association involving children will not be photographed without the consent of parents/Guardians or DBS checked staff. If any parents/Guardians or DBS checked staff has any concerns about the conduct of any Member of the Association, this should be raised in the first instance with The Chairman of the Association.
- Use a range of ways to maintain regular contact and encourage the involvement of residents using various methods, including meetings, newsletters, the internet, social networking sites and face-to-face discussions.
- Work positively with other agencies, for example Woughton Community Council (WCC) and City Council (MKCC) and local community organisations.

Meetings of the group

Everyone is welcome to attend meetings but must follow the code of conduct.

We will hold an Annual General Meeting (AGM) every 12 months to elect a new Committee and to report on our progress over the past year. We will give 21 days’ notice of this meeting to all residents and interested parties.

The date of our inaugural meeting and AGM was 9/11/22. Our next AGM will be on 9/11/23.

For ordinary meetings we aim to give a minimum of 7 days' notice to residents and interested parties. These will be held at least 4 times in a year. All meetings will have an agenda and a start and finish time.

If a Special General Meeting (SGM) is requested, either by the Committee or by at least 10 people to discuss important issues, we will give no less than 10 days' notice to all café users.

All meetings must have a minimum number of residents attending (known as a quorum) before decisions can be made. If the quorum is not reached, those present can decide if the meeting can go ahead as planned. Other than that decision no further decisions can be made without further consultation. For a Committee meeting our quorum is 10.

Running the group

The group will be run by a Committee consisting of a minimum of Chair, Treasurer and Secretary. These will be elected at an AGM. Other members can stand as ordinary committee members or have a specific role, such as membership secretary, etc. These should ideally be elected at an AGM but may be co-opted onto the committee at an open meeting. Their duties are to ensure that the aims of the Association are met and undertake the general running of the group. Details of each role will be clarified when the member is elected. Training will be provided if necessary by a suitable person or organisation (to be agreed) so that Committee members have the skills and knowledge to manage the association effectively.

Members who have resigned from the Group will not be eligible for readmission as members for a period of six months from their resignation. Readmission of the individual is also dependent on a majority vote at a quorate Group meeting.

Minutes of all meetings will be kept and made public, including online, once agreed.

We will produce a Chairs and Treasurers report annually which will show what we have achieved and what we aim to achieve for the coming year. These will be published at our AGM and made available online.

Banking and signatories

Attendees of the inaugural meeting agreed that a Metrobank account would be set up by the committee. This agreement remains unchanged. We will endeavour to include all four officers, Chair, Vice Chair, Secretary and Treasurer as signatories. However, where this is not possible, a minimum of two of the officers will be required as signatories, with the option of including a further group member as an additional signatory.

David-Fitch (Vice-Chair) and Penelope Glasgow (Treasurer) will be the designated signatories, with a minimum of two signatories required for all transactions

Changing our constitution

We can change our constitution at any time via an item placed on the agenda at an open meeting; however, we must formally adopt those changes at the next AGM.

Closing down the Association

If the association is no longer able to continue then the Committee, or remaining Committee members can dissolve the Association. At this time other options will may also be explored; including, but not limited to, reviving the Association, or setting up a local interest group. If dissolving the Association is the only option, the group and interested parties will be informed with the help of community partners if necessary.

This revised constitution was formally agreed at the Annual General Meeting held on

21st December 2023

The next date of review will begin on 1st December 2024

Signed R L Dwyer Date 30/01/24

(Chair of RUTH LESLEY DWYER Friends of the Community Café, Coffee Hall)

Witnessed by Kathleen Horesh Date 30/01/24

Agency represented

Friends of the Community Café Association, Coffee Hall

Admission - Order Number 1252199

Description	Price	Qty	Net Total	VAT
Group Free Organiser	£ -	1	£ -	£ -
Group Young Person 3-18 yrs	£ 16.50	1	£ 16.50	£ -
Group 65+	£ 18.25	36	£ 657.00	£ -
Group Adult	£ 19.25	14	£ 269.50	£ -
Net Due			£ 943.00	
Total VAT			£ -	
Total Payable on Arrival		52	£ 943.00	

Coach Travel

Description	Price	Qty	Net Total	VAT
Coach (53 Seats)	£ 750.00	1	£ 750.00	
Net Due			£ 750.00	
Total VAT				
Total Payable			£ 750.00	
Total Cost			£ 1,693.00	

Funding

Payee	Price	Qty	Amount
MKCF			£ 400.00
WCC			£ 400.00
FOTCCCH			£ 400.00
Residents	£ 10.00	52	£ 520.00
Total Funding			£ 1,720.00

Friends of the Community Café Association, Coffee Hall – Meeting Minutes

30th July 2024
Held at: 18:00hrs
Community Centre,
Coffee Hall

Meeting called by: Lesley Dwyer (Chair)	Type of meeting: Ordinary Meeting 19
Facilitator: Lesley Dwyer (Chair)	Note Taker: Mark Gould (Secretary)
Timekeeper: Mark Gould (Secretary)	
Attendees: Glenda Gould Christine Hampshire Katrina Taylor Ann Beesley Brian Beesley Joan Wheeler Kathleen Hawkes Kathy Cox Michelle Fitch (Vice-Chair) Penelope Glasgow (Treasurer)	Apologies: Donna Fuller
Please read: Agenda for Ordinary Meeting 19	Online Attendees: None

MEETING MINUTES

Item One	Approval of Minutes from 18 ^h Ordinary General Meeting	Presenter: Lesley Dwyer
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Discussion:

No changes to the minutes distributed on 25th July 2024 were requested.

Conclusions:

The group unanimously agreed that the minutes are representative of the 18th Ordinary Meeting General Meeting held on the 25th June 2024.

Action items	Person responsible	Deadline
Hold Minutes of the 18 th Ordinary General Meeting on record, without any further alteration.	Mark Gould	Done

Item Two	Banking	Presenter: Mark Gould
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Discussion:

The current balance is now £910.92. No further funds are due to be deposited into the account at this time.

Item Three	Feedback From Previous Events	Presenter:	Mark Gould
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Discussion:

Feedback from previous events is as follows:

Blue Light Hub Afternoon Tea

The last meeting at the Blue Light Hub took place on Tuesday 30th July 2024. Most members took part in a quiz on fire safety and general knowledge. This format appeared to suit all who attended the afternoon tea. Thank to those who provided food for the afternoon tea.

Item Four	Future Fundraising Initiatives	Presenter:	Mark Gould
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Discussion:

Bimonthly Tombola Jointly Held With Woughton Community Council (WCC)

As agreed at the last meeting the next tombola will take place on Thursday 29th August between 10:30 and 13:30.

Possible Summer Event

Now that the Leadenhall and Coffee Hall Residents Associations are more active, no major fundraising initiatives are currently planned. The potential costs of running an outside event are also too high.

Afternoon Tea

It was suggested that we could look into another Afternoon Tea event, which have received good feedback in the past. The Group has already purchased the ramakins which could be reused for the Cream Tea element. However, we would also need to supply sandwiches and cakes. Katrina and her friend Pauline have kindly agreed to split the cost of the cakes for the event. The remaining costs for the sandwiches and cream tea elements will need to be met and organised by the group.

The following has been agreed:

- Katrina Taylor (and Pauline) – Assorted Cakes
- Ann Beesley – Cheese Sandwiches
- Joan Wheeler – Egg Sandwiches
- Kath Hawkes – Ham Sandwiches
- Michelle Fitch – Cheese Straws
- Glenda Gould – Scones, Jam and Cream
- Penny Glasgow – Cake Stands and Tablecloths

A date of **Friday 6th September** has been provisionally booked in the Coffee Hall Community Centre. Cost of the Cream Tea was agreed at £8 per person.

Ideas for any other fundraising initiatives would also be welcome.

Action items	Person responsible	Deadline
Ideas for future fundraising initiatives	All Group Members	Ongoing

The following trip destinations have been mentioned by individuals or raised by the Group in previous meetings:

- Afternoon Tea at the Blue-Light Hub
- Return to Fancott Inn/Miniature Railway
- Olde Watermill Shopping Village, Barton-Le-Clay
- Return to the Black County Living Museum

Afternoon Tea at the Blue Light Hub

Next months trip to the Blue Light Hub is on **Tuesday 27th August** at 2pm. Volunteers to provide food would be appreciated.

Fancott Inn / Miniature Railway

It was agreed that this trip would take place on **Wednesday 14th August at 12 Noon**.

New owners have recently taken over the Fancott Inn, so a discounted set menu has not been agreed. However, we can still choose from the general menu.

It is not proposed to use any Group funds for this trip, attendees would be expected to pay for their meal and arrange transport

Olde Watermill Shopping Village, Barton-Le-Clay

This is a shopping village incorporating a garden centre and cafe together with various gift, craft and clothing shops. It is about a 40-minute journey by car.

A date closer to Christmas was confirmed by the Group as more preferable.

It is not proposed to use any Group funds for this trip, attendees would be expected to pay for their meal and arrange transport.

Black Country Living Museum, Dudley

The last trip to the museum was hampered by bad weather and a local Covid outbreak, although it appears that everyone still enjoyed the trip. There have been requests that we return to the Museum again this year.

Quotes for coach travel include £750 from Catteralls and £840 from Marshalls.

Group admission costs to the Museum have increased this year. Based on a similar age range to last year the total admission cost for the group will be around £950.

So the total cost of the trip will be around £1,700 (using Catteralls Coaches).

It is proposed that everyone on the trip will contribute £10 towards the costs, providing an income of £500 with 50 people on the coach. This leaves £1200 left to be funded.

It is proposed that this is equally split three ways between our Group, the Milton Keynes Community Foundation, and Woughton Community Council. Each group will therefore have to contribute £400.

The £10 contribution per person and £400 Group contribution need to be agreed in this meeting before any funding application can be made. A vote was taken and the group unanimously agreed to the £10 contribution per person and £400 contribution by the Friends of the Community Café Association group towards the trip.

Woughton Community Council funding guidelines indicate that the groups accounts will need to be audited for us to qualify for funding. Our Treasurer Penelope Glasgow has agreed to arrange the audit.

An application for funding from Woughton Community Council and Milton Keynes Community Foundation will now therefore be made.

Group Lunch at the Broughton Hotel

A date of **Wednesday 21st August at 12 noon** was agreed for the next group lunch. Could you please let us know if you are able to attend so that a table can be booked.

It is not proposed to use any Group funds for this trip, attendees would be expected to pay for their meal and arrange transport.

Action items	Person responsible	Deadline
Apply for MKCF and WCC funding for Black Country Museum Trip	Mark Gould Sue Smith	Ongoing
Book Group Lunch at Broughton Hotel	Mark Gould	Before 21 st August
Agree date for visit to Olde Watermill Shopping Village	All Group Members	Ongoing

Item Six	Involvement In Events By Other Organisations	Presenter:	Mark Gould
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Discussion:

The Secretary asked if the group was in agreement to booking a 'Name-A-Bear' table at the upcoming 'Coffee Beans' Table Top Sale on Saturday 3rd August [subsequently postponed until Saturday 10th August]. The cost of a table will be £5. This proposal was unanimously agreed by the Group after a show of hands.

It was further proposed that the Group undertakes another 'Name-A-Bear' Table at the upcoming Blue Light Hub Fun Day on Sunday 25th August to take place between 11am and 4pm. Any money made at this event would be donated to the Fire Service Fund. This was unanimously agreed by the Group after a show of hands.

Action items	Person responsible	Deadline
Arrange 'Name-A-Bear' Table at 'Coffee Beans' event	Mark Gould/ Glenda Gould	10 th August
Arrange 'Name-A-Bear' Table at Blue Light Hub Fun Day	Mark Gould/ Glenda Gould	25 th August

Item Seven	Submission of Questions for Discussion	Presenter:	Mark Gould
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Discussion:

In order to ensure meetings, continue in a timely fashion, and allow an informed discussion to take place, it is requested that any future items that the group wish to raise are submitted in writing to the Interim Secretary via email (inbox@mkbase.email) or via written note handed to the Interim Secretary at the café. Submitted items will then be discussed at the subsequent group meetings.

Conclusions:

No further questions were tabled at the meeting, but further questions are welcome.

Action items	Person responsible	Deadline
Respond to Questions For Discussion.	Appointed Officers	Next Meeting

Item Eight	Date of Next Meeting	Presenter:	Mark Gould
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The date of the next meeting is set for **6.00pm on Tuesday 27th August 2024** in the Coffee Hall Community Centre.

Action items	Person responsible	Deadline
Add meeting to diary and submit apologies if unable to attend	All Group Members	Next Meeting

OTHER MEETING INFORMATION

Resources:

Meeting Venue

Paper copies of these minutes for those without email address.

Minutes signed off by the following Officers: :

Signature *M. Fitch* Print Name *MICHELE FITCH* Role: *VICE-CHAIR* Date: *20/08/24*

Signature *R. L. Dwyer* Print Name *Ruth Lesley Dwyer* Role: *CHAIR* Date: *20/08/24*



Benefits for group visits

Benefits for group visits include:

- Discounted admission for groups of 15+
- Free admission for the group organiser
- Free coach parking
- A visitor information site map on arrival
- Adding on a Dudley Canal & Caverns trip*

**additional charges apply*

Group discounted rates:

- Adult (16+) – £19.25
- Senior concession (65+) – £18.25
- Student concession – £16.50
- Young person (3-15 years) – £11

To view **full terms and conditions** for group bookings, follow the link below:

[Group bookings terms and conditions](#)

[JOBS](#) [GROUP BOOKINGS](#) [PRESS](#) [VOLUNTEER](#) [T&CS](#) [DISCLAIMER](#) [PRIVACY](#) [COOKIES](#) [CONTACT US](#)



Black Country Living Museum
Discovery Way
Dudley, DY1 4AL
0121 557 9643
info@bclm.com

Reg. charity no. 504481
Company reg. no. 01226321

74 Coventry Street
 Southam
 Warwickshire
 CV47 0EA

Tel No: 01926 813840
 Fax No: 01926 813915

E-mail: info@travelcatteralls.co.uk
 Website: www.Travelcatteralls.co.uk

VAT No: 376050457
 Company No: 1698062

CPT Member

Mrs S Smith
 Beanhill Action Group
 23 ROCHFORDS COFFEE HALL
 MILTON KEYNES
 MK6 5DH

Thank you for your enquiry received today. We are pleased to be able to quote for your requirements as detailed below.

Quotation ID Date	21698/24737 26/06/2024	Client Ref 1 Client Ref 2	Sue
First Pick-up Pick-up Date Single Journey Vehicle To Stay	Milton Keynes Coffee Hall, Time 09:00 No Yes	Destination Arrival Date Leave Date Back Date	Black Country Living Museum Time 11:05 Time 16:00 Time 18:10
Passengers	53	Distance	248.2

First Pick-up Instructions	Destination Instructions
Milton Keynes Coffee Hall, PICK UP FROM OUTSIDE JONATHANS SHELTERED HOUSING THEY WILL WALK DOWN MK6 5EL	Black Country Living Museum Tipton Road Dudley West Midlands DY1 4SQ

Quantity	Seats	Vehicle Description	Unit Price	Price	VAT %	VAT	Total
1	53	Executive Coach	£750.00	£750.00	0	£0.00	£750.00
Movement Totals				£750.00		£0.00	£750.00

This quotation has been given to you based on the times and destination given to us. Should you wish to vary any of the details then the price will alter accordingly. Please use the space below to put any contact details you wish the driver to have on your journey or any other information that may be relevant

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price.

Signature		Print Name		Date	
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Acceptance

Marshall's Coaches LLP

Client ID Client Company Client Ref 1 Client Ref 2	s Smith	Quotation ID Movement ID	87567 98002
		Passengers Distance	53

First Pick-up Pick-up Date Single Journey Vehicle To Stay	Coffee Hall Local Centre, 48 Garraways Wed 11/09/2024 Time 09:00 No No	Destination Arrival Date Leave Date Back Date	Black Country Living Museum, Dudley, DY1 Wed 11/09/2024 Time 11:00 Wed 11/09/2024 Time 17:00 Wed 11/09/2024 Time 19:00
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First Pick-up Instructions	Destination Instructions
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Coffee Hall Local Centre, 48 Garraways, Coffee Hall, Milton Keynes, MK6 5EG

Black Country Living Museum, Dudley, DY1 4AL

Quantity	Seats	Vehicle Description	Unit Price	Price	VAT %	VAT	Total
1	53	Executive Coach	£840.00	£840.00	0	£0.00	£840.00
Movement Totals				£840.00		£0.00	£840.00

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price.

Signature		Print Name		Date	
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WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 16th September 2024

Agenda Item SC 155/24

PURPOSE OF REPORT: To review the process for the Communities and Environment Fund

RECOMMENDATION:

1. That the committee notes the report and considers a suitable approach.

MAIN ISSUES AND CONSIDERATIONS:

Following recent comments from committee members and a wish to ensure that all applications are treated consistently, the Council Manager was asked to review the process for assessment of grant applications, made using the Communities and Environment Fund.

Background

The Communities and Environment Fund ('the fund') is an amount of money, identified through the budget setting process, that is set aside each year to offer financial support to local groups. The current policy has both things that groups MUST have and equally, things that would exclude an application.

It has been noted that these rules are not always followed and that exceptions have been made. The committee should agree whether there is a concrete set of rules, or simply guidance that can be considered flexibly by the committee.

There have also been discussions around specific grant pots for various activities. This includes the base payment made to all Resident Associations each year (this has been in place for several years now), to ideas around how best to fund trips – on individual estates, through WCC organising parish wide trips, through agreed levels of funding per estate / per resident / etc.

The committee should consider whether the fund should be broken into smaller chunks to fund specific elements, whether there should be greater guidance on what funding should be targeted at or whether a more flexible, ad hoc approach (as is in place currently) is suitable.

There have been several ways that the committee has been provided information over the past six years – from a one-page report and recommendation from officers, to an independent assessment form that was to be completed in advance, to provision of the entire application with a cover paper. Whilst these have worked at times, there has been no approach that has consistently met the approval of the committee, whilst also ensuring that the process is fair and transparent.

The committee should detail the process that they feel would be sufficient – if the paper is presented to committee, is this sufficient to clarify that the application has met the relevant standards for submission? Does this need to be specifically detailed and, if so, what would the committee like to see – confirmation that the paperwork is in place? Confirmation that there are three quotes for everything? Clarification that the income and reserves of the applicant are within the agreed levels?

The committee often asks what the recommendation is. If the committee would prefer an officer recommendation, this can be included. Currently the only 'recommendation' is that the application meets the standard or doesn't meet the standard in the key areas: provision of relevant documents, provision of sufficient quotes, sits within the financial boundaries. If the committee would prefer the officer to provide a 'this should be funded / this shouldn't be funded' recommendation, this would be against the advice of the Clerk, as this decision sits with the committee.

There have been several times where it has been suggested that applications are treated differently, depending on where the application is from / which group is making it. Whilst it is hard to evidence whether this is accurate or assumptions made by outside applicants, it is essential that all decision making is transparent, fair and consistent. One attempt at this was independent scoring from committee members in advance of the meeting, but unfortunately, this was insufficiently supported by members, meaning that decisions were still made at the meeting.

The committee is encouraged to consider how it can be ensured that applications are treated consistently. Is there a need for clearer rules around, for example, any application that MAY include people from outside the parish? Should there be an expectation that trips will include a level of charging to reduce the grant needed? Should there be a limit to how much money any one group can be awarded each year?

There have been other tweaks made over the past few years with changes made to reduce access to the fund. This included levels of reserves and levels of turnover, to promote smaller groups to access this fund. The issue of 'no funding will be given if advertised in advance' has also caused some issues, as has the failure of some applicants to submit paperwork in a timely manner (guidance suggests that 12 weeks is needed to ensure sufficient time is allowed).

The committee may wish to consider whether the current exclusions are sufficient or whether these prevent applications that would otherwise be positive.

Generally, it would be helpful to have agreement from the committee as to how they would like information provided, how much input should officers have and what process they would like to have in place to ensure that all applications are assessed fairly, whilst ensuring that there is sufficient flexibility to allow for decisions to be made in a timely manner.

STAFFING IMPLICATIONS:

There is a time demand on staff to process applications and clarity around an agreed process would help ensure that this is kept to a reasonable level.

FINANCIAL IMPLICATIONS:

The fund is a significant amount of money (currently £12,000 per year) and so ensuring a process that works, encourages positive applications and outcomes will help provide value to the community and ensure that funding goes to the most suitable places.

OTHER IMPLICATIONS:

BACKGROUND PAPERS:

Guidance Notes - Revised May 2022

SUGGESTED PROPOSAL:

There is no formal recommendation, other than the committee decides the best way to proceed with this. This may be that there is a consistent approach within the current guidance, that there are some changes to be made or that a smaller group reviews the entire process and returns to this committee with concrete proposals.

AUTHOR

Steve McNay – Council Manager



Communities and Environment Fund Guidance notes

Thank you for requesting a Woughton Community Council Communities and Environment Fund application pack.

Please take time to read these guidance notes carefully. You may also find it helpful, when planning your project and making your application, to get some advice from the Community Officer or a Local Councillor.

You can apply at any time throughout the year, and we aim to notify you of our decision within **twelve weeks** of receiving your completed application. Applications received before 1st of each month* should be decided at the committee meeting in the same month. Please keep this in mind when applying.

*Except August or where an application is incomplete.

What is the Communities and Environment Fund?

The Communities and Environment fund is a local Grant Scheme managed by Woughton Community Council, with the aim of improving the quality of life of the people who live in the Woughton Community Council area. Last year there were a range of successful grants of varying sizes.

Who can apply?

You can apply if

- You are a Voluntary/Community Organisation, School or Health Body operating or delivering within the Woughton boundary, Tinkers Bridge, Coffee Hall, Netherfield, Beanhill, Leadenhall, Eaglestone, Peartree Bridge, Redmoor & Bleak Hall.
- You have a bank account that requires at least two people to sign each cheque, or have an agreement with an established organisation who are willing to hold the funds on your behalf
- You have a committee with at least 3 unrelated members
- You can provide all the relevant supporting documentation

To try and ensure that the limited funding is used where it makes most difference, we have also included some new guidance to promote small, local groups to apply. This means that the following conditions apply *except in exceptional circumstances**

- You should have an annual turnover (i.e. money in and out of your group) of less than £25,000 in total.
- You should have less than £4,000 of unrestricted reserves (i.e. money in the bank that is not being kept for a specific project or item).

*Please contact us to discuss your idea if your organisation sits outside these rules. Applications that fall outside these rules that haven't been discussed in advance will NOT be processed.

We cannot award to

- Companies that aim to make a profit
- Statutory bodies other than Schools or Health Bodies*
*we do not offer grants for educational items
- Individuals

Woughton Community Council can fund a wide range of projects

Here are just a few examples of projects and Community activities that we are likely to fund:

- Training for Volunteers
- Supporting a Residents Association and Local Action Group
- Set up costs for a sports club
- A creative arts project for young people
- Computer access for older people

We will not fund

- The running cost of your organisation for example rent and utilities
- Items which only benefit individuals
- Salaries
- Activities promoting religious beliefs
- Political Activities
- Activities which a statutory body is responsible for
- Loans or interest payments
- Projects that take place or start before the Service Committee makes an award* - this includes advertising any event.
- Costs incurred or expenditure committed (including deposits) before the Service Committee makes an award*.

*This is considered to be the meeting at which a formal decision is made.

Every application for funding is different and we score each one accordingly, it will also have to meet at least **one** of the **four** focus strands to meet Woughton Community Council's **Poverty Priority**

- Youth
- Food
- Advice
- Building communities

Communities and Environment Fund check list

Can you provide all the required documentation?

- Fully completed application form
- Evidence of cost outlined within the application (this can be in the form of Official quotes/emails/web page printouts/catalogues). Three quotes are required to ensure best value, wherever possible.
- Audited accounts if your Group is **more** than one year old or project/activity budget if the group is **less** than one year old
- Signed copy of constitution or rules
- Equal Opportunities Policy

- Child Protection Policy – if your group works with Children and Young People under the age of 18
- A copy of your current/latest bank statement (this should be dated within the last two months)
- A copy of the group's minutes agreeing the application submission

Should you have already applied in this financial year we only require a copy of your latest bank statement, quotes, and the minutes from your meeting agreeing the application.

Some points to consider

We aim to notify you of a decision within **twelve** weeks, this must be considered when applying

- Have you allowed enough time from applying to the start of your activity/project starting?
- How are you as a Group raising funds?
- Has your target audience been fully consulted?

The more information you can provide, the better chance your application has of being successful.

Please ensure you are happy with all the information you have provided within the application as any applications that require amendment after the deadline date will be withdrawn from that month's Grant meeting and will not be considered until the following meeting.

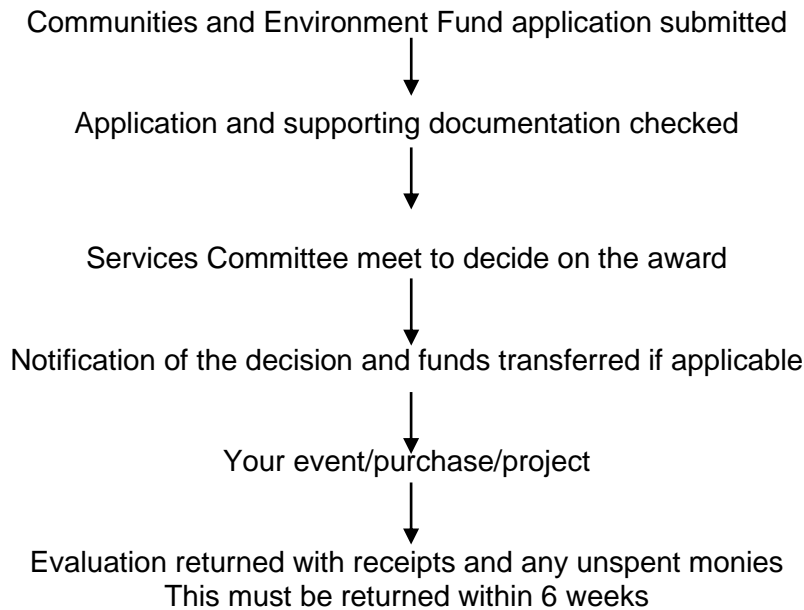
Conditions of the award

Group successfully awarded monies from the Communities & Environment fund **must** display the Woughton Community Council logo on their promotional advertising, a copy of this can be provided to you on request in numerous formats. You may also be asked to give a short presentation to the Services Committee or at the Chairs Awards on how the funding has benefited the local community.

For successful Applications, we require a completed evaluation form with copies of receipts within **six weeks** of the project/event/purchase. If we have not received your completed evaluation form within **four weeks**, we will issue a formal written reminder. Failure to return the completed evaluation form within the designated time will automatically make your group ineligible to reapply for any further funding with us for a 12-month period from the date of closure of the evaluation.

Any unspent monies must be returned with the evaluation form.

How the Communities and Environment Fund process works



Important information

- We are unable to process Applications that are not accompanied by all the required supporting documentation
- Any applications that require amendment after the deadline date will be withdrawn from that months Committee meeting, and will not be considered until the following meeting
- Application forms are amended on an annual basis so please ensure you are completing the current forms; the date can be found on the bottom right of the application
- We are more than happy to support you in completing the application form. Please contact the Officer on the details provided

Once you have read the Guidance notes, and have decided as a group that you wish to apply to the Communities and Environment Fund, the Application Form and all supporting documentation should be returned it to the address below

FAO Community Services Manager
Woughton Community Council Hub
Local Centre
Garraways
Coffee Hall
Milton Keynes
MK6 5EG

Woughton Community Council - Coffee Hall Office 01908 395681

reception@woughtoncommunitycouncil.gov.uk

www.woughtoncommunitycouncil.gov.uk/grants

UPDATE: AUGUST 2024

Woughton Community Council



Cameras currently deployed:

- **Beadlemead, Netherfield**
- **Brent (near Redway), Tinkers Bridge**

August Findings:

Beadlemead, Netherfield:

Install date: 26th October 2023

Reason for install:

This camera is in place due to reports of anti-social behaviour.

Reports/Identified incidents:

There have been no reported incidents during the month of August.

Outcomes:

There are no outstanding outcomes for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

N/A

Brent, Tinkers Bridge:

Install date: 22nd February 2024

Reason for install:

This camera is in place due to environmental/dog fouling issues.

Reports/Identified Incidents:

On the 18th August 2024, we observed a mattress being dumped by an individual on foot. We supplied this footage to Milton Keynes City Council Environmental Crime Unit for investigation.

On the 27th August 2024, we observed a mattress being dumped by two individuals from a property in camera view. We supplied this footage to Milton Keynes City Council Environmental Crime Unit for investigation.

On the 28th August 2024, we observed a mattress being dumped by an individual from a property in camera view. We supplied this footage to Milton Keynes City Council Environmental Crime Unit for investigation.

Outcomes:

There are no outstanding outcomes for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

N/A

UPDATE: JUNE 2024

Woughton Community Council



Cameras currently deployed:

- **Beadlemead, Netherfield**
- **Brent (near Redway), Tinkers Bridge**

June Findings:

Beadlemead, Netherfield:

Install date: 26th October 2023

Reason for install:

This camera is in place due to reports of anti-social behaviour.

Reports/Identified incidents:

There have been no reported incidents during the month of July.

Outcomes:

There are no outstanding outcomes for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

N/A

Brent, Tinkers Bridge:

Install date: 22nd February 2024

Reason for install:

This camera is in place due to environmental/dog fouling issues.

Reports/Identified Incidents:

We received information from both WCC and Milton Keynes Council Environmental Crime Unit regarding some fly tipping near to the camera location. Unfortunately this was out of camera view.

Outcomes:

There are no outstanding outcomes for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

N/A

3RD SEPT. 2024

VERY DISAPPOINTED IN THE
DINNER ON TUE 3RD SEPT

LENTIL CURRY (NO OTHER OPTION)
IS NOT SUITABLE FOR A LOT
OF ELDERLY PEOPLE.

AND NOT TO HAVE ANOTHER
OPTION IS SURELY NOT
A GOOD THING.

I was not very impressed
with the food for day.

Tues 3rd Sep it was a veg Curry
and there was no option to
have. not everybody likes
Curry or Veg

Would like to say

now disappointed

I was with the

choice of lunch at

Coffee Hall today.

There should have

at least been an

alternative for

people who don't

eat vegetation

or curries.

WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 16th September 2024

Agenda Item SC 158/24

PURPOSE OF REPORT: To agree an approach regarding boxing club use of Eaglestone Activity Centre (EAC)

RECOMMENDATION:

1. That the committee considers any variation to current rental agreements and any support offered to the Boxing Club.

MAIN ISSUES AND CONSIDERATIONS:

Following recent issues at Eaglestone Activity Centre (EAC), significant work was undertaken to make improvements to the rear of the building, specifically the squash courts. These experienced damage during the floods in 2018 and were not, in the opinion of WCC officers, repaired suitably. This led to significant paint flaking, damaged plaster, mould appearing on walls, etc. Whilst this was not only due to the issues following the flooding, remedial work was needed under Health and Safety legislation to ensure a safe environment.

The main user of the space is the MK ACADEMY AMATEUR BOXING CLUB ('the club'), who offer affordable spaces to people to train within that space. Initially, the agreement was for a weekly session within the main hall, but this has, over time, evolved into use of the back of the building. Rental has been at a resident's rate for use of one court for the hours of operation. However, this has spread into use of both courts and ongoing storage within the changing room (the 'cage', secure storage area) and a boxing ring being installed within one court.

After the improvements were made, an internal discussion with officers suggested that we needed to formalise the agreement we have with the club, ensuring that this reflects the level of delivery they are offering, the demands this places on the building and the fairness of any agreement, ensuring that it is on a par with other groups. This, in turn, led to a meeting being arranged with officers and councillors from WCC, alongside the Head Coach from the club, Alan. The following notes were provided following this meeting:

Update on boxing from meeting held with Sean Perry (Operations Manager), Cllrs Fuller and Smith (Leader / Chair respectively), Ian Tegerdine (Estates Manager) and Alan Grainger (the club).

Alan is hiring court one at full rate and court two at half rate.

Boxing ring up all the time so cannot use the space for anything else.

Alan has said that other users could utilise it, but there is a risk involved as it isn't ours and has not been erected by us.

He also has the cage as storage which he isn't paying for.

Female changing rooms are inaccessible at the moment but, this will change soon once storage for youth is sorted.

Alan has only had verbal agreements on anything apart from the hall hire, there is nothing signed by him.

Maybe a Service Level Agreement could be drawn up after a decision is made.

From our part we are supplying hand towels for the toilets. Supplied wipes and spray for cleaning down walls, floors etc.

Court two door is open, and access is allowed at all times whilst boxing is in.

Fans and/or heating must be on whilst they are in there.

Alan would like both changing rooms and courts available with showers. However, we know this isn't an option.

I think the discussion is do we charge him the full rate for court two.

Does the ring stay up permanently and do we charge accordingly.

Do we charge for storage.

Potentially this basically closes the whole back end apart from the small meeting room.

There has been further feedback from the Community Development Officer (CDO) at WCC around the social value of the club – whilst this is clearly an important issue, there hasn't to this point, been any information detailing what this is (i.e. how many people from Woughton attend and how many from outside the parish, what the costings are, whether there is any formal governance agreement, etc.). There is a paper attached written by the CDO and further information is being sought.

As noted above, the current provision from the club means that the majority of the back of EAC is used only by the club, with some spaces (one court and most downstairs storage) being used exclusively by the club and the impact on the space means that other areas are less likely to be used – this is due to space limitations, the smell from boxing lingering and some prior issues with cleanliness and removal of detritus (these have, it is understood, been addressed).

Issues for consideration:

- As noted, current charges are £56.25 per session (2.5 hours per session) - £22.50 per hour for use of both courts. This takes place twice weekly.
- In addition, there is a one hour session weekly, which is charged at £15 per hour.
- There is an additional charge for insurance (as per Ts and C's)
- There is no charge made for storage, which include the 'cage' area, plus the boxing ring and equipment in court 1.
- Weekly income of £140.25 all inclusive.

STAFFING IMPLICATIONS:

Whilst the impact on staff is limited (opening and closing, plus cleaning), three sessions per week equals 1.5 hours for opening and closing (15 mins each side of each booking) plus cleaning (probably similar). This equates to 3 hours per week of staff time directly linked to this booking. This doesn't include any HQ costs.

FINANCIAL IMPLICATIONS:

As noted above, income is around £140 per week for around 45 weeks per year. This is £6311 per annum – around 25% of the EAC income. At the current time, the only negative impact is on Woughton Youth and Phoenix Arts who previously used the rear courts as 'overspill' when sessions were busy or where that type of space was especially useful.

OTHER IMPLICATIONS:

As with all 'ad hoc' agreements, fairness and transparency are important. There are lots of groups that make bookings in our building that do 'good things' and having approval for varying this needs to come through this committee / council. As has happened previously, an initial agreement has evolved into something more and the proposal to update this led to the meeting noted above and a level of unhappiness expressed by the renter. As such, clarity and consistency is key.

BACKGROUND PAPERS:

SUGGESTED PROPOSAL:

That the committee requests that the renter provides the following to enable a clear decision to be made:

- Governance documentation and clarity about charitable / other structure
- Details of attendees (this simply needs to be number on and off parish)
- Social value statement – why should WCC subsidise any provision?

OR

That the committee agrees to continue with the current agreement, with 1.5 court costs considered sufficient

OR

That the committee doesn't feel that any further reduction is suitable and as such, full cost for use of both courts and storage should be implemented from X date.

OR

Any other alternative that the committee feels is appropriate.

AUTHOR

Steve McNay – Council Manager

SC158/24a – Social Value paper

Eaglestone Boxing Club at the Squash Courts: Eaglestone Activity Centre

Background

- The boxing club has been operating at Eaglestone since September 23, 2021.
- It has grown significantly due to the launch of a website, posters, and a flyer in the Gazette.
- **Milton Keynes Academy Amateur Boxing Club (MKAABC)** is led by Allan Grainger, a local resident and former professional boxer, international competitor, and Scottish champion.
- The club is designed to benefit the local community with affordable sessions aimed at promoting health and confidence.

Low-Cost Community Activity

- **Pricing:** £3 per session for under 18s and £4 for adults—much cheaper than other boxing clubs, like Banks Boxing, which charges £70/month.
- **Affordability:** A child attending two sessions a week would only pay £24/month, making MKAABC the most affordable boxing club in Milton Keynes and possibly in the UK.
- **Schedule:** Sessions take place on Mondays and Thursdays, with an additional free session for competing boxers on Wednesdays.
- **Volunteer-run:** Sessions are led by unpaid coaches, including Grainger. Since Allan's diagnosis with bowel cancer over a year ago, Kevin Vickers has been volunteering as a coach at every session, providing a strong link to WCC that can be built on.

Facility Condition

- **State of Disrepair:** Since 2021, the squash courts have been in poor condition, with mould, peeling paint, and only one functional changing room. Female attendees have been using disabled toilets as a changing space, and the showers do not work.
- **Regular Income:** Despite the disrepair, MKAABC's use of the courts has provided a steady income for WCC, amounting to £9861 since 2021. Monthly income ranges from £330 to £390.
- **Renovation:** In August 2024, WCC invested £6000 to address the mould and peeling paint. This repair was effectively funded by the income generated through MKAABC's use of the courts.

Proposed Price Increase

- WCC now plans to charge MKAABC for two courts instead of one, which would double the cost.
- **Concerns:** Given MKAABC's contribution to the community and its role in generating income for WCC, it seems unfair to impose this price increase, especially since the improvements now allow the courts to be rented to other groups.

Variability in Attendee Numbers

- **Attendance Fluctuations:** Numbers vary based on the time of year and school holidays. Most attendees are from local schools in Woughton.
- **Space Issues:** One court is too small to accommodate all participants, so the club splits classes between the two courts for safety. The combined space is equivalent to the size of the main hall, which is rented at the same rate to residents.

Session Details

- **Juniors Class:** For under 15s (depending on size and skill), runs from 6:30-7:30pm on Mondays and Thursdays.
- **Seniors Class:** For those 15+ and adults, runs from 7:30-9:00pm.

Additional Benefits from Hiring

- MKAABC enjoys a permanently set-up boxing ring and storage in the cage downstairs for equipment like gloves and mats. However, the storage shelves are inadequate and have been collapsing since before the club started renting the courts.
- Other regular bookers, such as church groups and nurseries, also have permanent storage in WCC buildings.

Concerns

- **Cleanliness:** Concerns have been raised about the cleanliness of the courts and the condition of the equipment. MKAABC has agreed to ensure the space is clean and tidy after each session, following the recent painting of the courts.
- **Mats Issue:** The mats in court one were removed and replaced incorrectly during recent renovations, creating potential hazards. This has still not been remedied.

Opportunities for Revenue Generation and Community Development

- With the courts now in better condition, WCC could rent them to other groups for activities like yoga, gymnastics, dance, judo, or children's parties.
- **Vision:** The goal is to offer a wide range of affordable movement-based activities during the day, evenings, and weekends. A full timetable could maximize revenue while promoting health and wellbeing within the community.

Suggestion

- Rather than doubling the charges for MKAABC, WCC should collaborate with the club to support its growth and use the facility improvements to attract new groups and generate more revenue.
- **Shared Equipment:** The permanently set-up boxing ring and bags could be made available to other hirers, such as kickboxing or karate clubs, at no extra cost. This well-equipped facility could be a key selling point for future hirers.

Kevin Vickers

Community Development Officer

WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 16th September 2024

Agenda Item SC 160/24

PURPOSE OF REPORT: To provide feedback on recent events and discuss upcoming events.

RECOMMENDATION:

1. That the committee notes the report and the feedback from recent events
2. That the committee notes the current planned events and provides any direction wanted

MAIN ISSUES AND CONSIDERATIONS:

It has been a busy summer for events (some of which will be covered in more detail under other agenda items) and whilst the final 'debrief' session hasn't happened at time of writing, an overview and feedback for this committee is included below. In addition, some clarification and agreement with regard to the upcoming events, alongside any additional work needed is also included.

Feedback

Peartree Bridge event (in partnership with Parks Trust) – a hugely successful day with hundreds of attendees, enjoying inflatables, lots of activities, picnics and a coffee truck. A great partnership with the Parks Trust, which builds potential for ongoing events on the dinosaur field. Really positive and excellent feedback received.

Wheelie Big Picnic – a nice collaborative event, including Cycle Saviours, Get Around MK, Cycling Citizens and more, as well as the youth, community and environment teams. With the event taking place across Two Halls Park and the Community Garden, it showcased the great green spaces. With a cycle route that took in the park and Peartree Lane redway, a 'pump track' and lots of other cycling and scootering activities, this event linked really nicely with the new MKCC Mayor, Cllr Bradburn, who has prioritised cycling during her tenure. Again, an excellent foundation from which to build ongoing events using that space and focusing on sustainable transport AND cycling for fun.

Woughton is 50 Festival – sandwiched in between two days of storms, the event (finally) had a perfect day for weather, with sun and warmth. With an estimated 1000+ attendees over the course of the day, the festival offered a really inclusive event which enabled all to attend, enjoy and participate. From the main stage with bands, dancing and the community choir, through over 30 community stalls, free food options, free inflatables, stilt walker and the annual Beach Party, the four-hour festival was extremely well received and feedback has been very positive.

There is an additional report that includes feedback from the various youth / Holiday Activity Fund (HAF) projects, but as with the above, well attended, well received and with some additional funding through existing budgets, able to be inclusive (the funding only provides support to families in receipt of free school meals – the Woughton approach enabled these activities to be accessed by all in the parish who wanted to).

Upcoming events and proposals

Apple Day 2024

Takes place at the community garden on 28th September. This will be the usual Apple Day approach, with apple picking, juicing and bottling, a BBQ for hot dogs, some craft activities, etc. Apple picking from noon, with other parts from 1pm. Taking place at the Community Garden behind 70 – 104 Rochfords.

We are pleased to launch **White Ribbon Day 2024: It Starts with Men**. (NB this takes place on 25th November 2024).

Together we can prevent violence against women and girls.

*In this email you will find out about the resources you can use to mark White Ribbon Day with, an **exclusive discount** for awareness raising materials.*

To read more about the campaign and download resources, please [click here](#).

White Ribbon Day Resources

To access the resources for White Ribbon Supporter Organisations please visit the new Supporter Organisations Hub for which you will have received the log in details earlier this week, you can also find them at the bottom of this email. All other resources are saved on the campaign homepage.

Resources in the Hub include:

- Campaign briefing
- Fundraising pack

Your support can make a significant difference, and we encourage you to use these resources to engage your community and stakeholders in meaningful conversations and action.

Buy Awareness Raising Materials

Buy awareness raising materials in the [White Ribbon Shop](#) now where you can find It Starts with Men resources as well as White Ribbons, lanyards and more for your teams. Use the early bird offer of 15% off using discount code WRDAY15 at checkout until 30th September.

White Ribbon Day Fundraising

Organise your White Ribbon UK [fundraising event](#), so that we can continue our essential work. This is one of your Supporter Organisations Seven Actions, White Ribbon Day is a great time to do this.

White Ribbon Day Drop In Session

We're hosting a White Ribbon Day drop-in session on 18th September at 12pm. This is a chance to ask any questions you may have about this campaign and learn more about how you can show your support. Register your attendance here to receive a Zoom link:

https://us06web.zoom.us/webinar/register/WN_ggwbwZ62ThSG2UUip1Fy7w

We encourage you to share the new It Starts with Men homepage with video and resources, to raise awareness of this important campaign with your stakeholders so that we can all work together to prevent violence against women and girls.

Thank you for your continued partnership and commitment.

Best Wishes,
Leyla Buran
Campaigns and Policy Manager

The committee may wish to consider what activities, publicity or other approaches they would like to see WCC take with regard to this campaign.

EXTREMELY IMPORTANT PLEASE

Dear previous participants,

RE: VE DAY 80 - BEACONS & LAMP LIGHTS OF PEACE - 9.30PM - 8TH MAY 2025

We hope you have enjoyed the summer, and you and your fellow ringers have been able to find time to have a well earned break too.

Following on from our previous communication with you, encouraging your involvement in VE Day 80 - 8th May 2025, in a similar successful way to what you undertook in D-Day 80 - 6th June 2024, I would like to take this important opportunity to confirm the following please.

All the information regarding VE Day 80 can be viewed and downloaded from the VE Day 80 website - www.VEday80.org.uk

(1) **IMPORTANT:** If you have already registered your involvement in VE Day 80 by lighting a Beacon or your Lamp Light of Peace 9.30pm - 8th May 2025, please be kind enough to ignore this email.

(2) However, and most importantly please, if you have NOT registered your participation in these two aspect of VE Day 80 - 8th May 2025, and intend to take part, please be kind enough to confirm the following, providing us with the information requested below, at your earliest convenience.

NAME OF COUNTRY:

Name of County:

Name of City, Town or Parish:

Name of Organisation:

Name of Contact:

Email:

Lighting a Beacon - YES/NO:

Lighting a Lamp Light of Peace - YES/NO:

Raising a VE Day 80 Flag - YES/NO:

Public or Private event:

On receipt of the above information, we will undertake the following with you.

(A) **CERTIFICATE OF GRATEFUL RECOGNITION:** Send you your Certificate enabling you to download, print, frame and display it as a permanent reminder of your participation in the 80th Anniversary of VE Day on 8th May 2025.

(B) VE DAY 80 PRESS RELEASE: Send you the VE Day 80 Press Release, enabling you to personalise it before you send it to all areas of your local media asap - TV, Radio, Newsprint and on social media too, providing them with early confirmation your involvement in VE Day 80. (We will send you a further release for your use nearer the time next year).

(C) VE DAY 80 WEBSITE: We will list the name of your organisation on the VE Day 80 website nearer the time - www.VEday80.org.uk.

(D) I VOW TO THEE MY COUNTRY: I also have extreme pleasure in attaching the information regarding the playing and singing of this wonderful and uplifting British patriotic hymn which we would like all those taking part in VE Day 80 at 9.30pm on 8th May 2025, and indeed the whole Nation, to stop what they are doing, and sing and play this hymn, in 'tribute' to those many millions that paid the ultimate sacrifice, fighting for the freedom we all enjoy today, bringing the peoples, families and communities together at this unique and special moment in time next year, as part of VE Day 80.

(E) RINGING OUT IN CELEBRATION: We would be grateful if you would encourage your local Cathedral or Church to ring their Bells at 6.30pm on 8th May 2025, in celebration of 80 years of peace, asking them to confirm their involvement with us too.

They may wish to involve their Choir in the singing of 'I Vow To Thee My Country' too.

We do hope therefore, that you will support this 80th Anniversary of VE Day by taking part in a similar and successful way you kindly undertook for D-Day 80, and look forward to hearing from you at your earliest convenience please.

(I am available from 7am through to 9pm six days a week - excluding Sundays, so please do not hesitate to contact me should you require and assistance or information)

My warmest regards to you as always,

Committee has agreed involvement and an event for this, but may wish to agree to the above registration and activity.

Santa Sleigh

It has been agreed that we will, as usual, arrange for Santa to visit on the week of 9th December. This means that if we look at the usual provision, Weds 11th – Sat 14th will be the days that the sleigh is active.

We have already had requests from some estates for specific dates and so clarifying the agreed routes and days for delivery needs to happen, to allow time for RA's and others to prepare any further activities.

Previously, we have had three evenings:

- Netherfield and Beanhill
- Peartree Bridge and Eaglestone
- Leadenhall and Coffee Hall

With Tinkers Bridge having been a Saturday afternoon, prior to last year.

Given this, can an agreement be made regarding the following:

- Which estates are on which days
 - Clarity about what WCC is offering and what isn't being offered
 - A 'cut off' for any groups who want to be involved to submit their proposals and plans (29th November is suggested as the absolutely last day that anything can be agreed).
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Remembrance 2024

Whilst this is a well delivered event, with plans mostly repeating previous years, it is important that there is a plan in place, agreement on who will be in attendance and clarity about who is doing what. Given this, it is recommended that a small group be formed to plan and deliver this event. It is less than two months away and letter will need to be sent, catering arrangements made, invites sent, etc.

Warm Rooms

There has been no communication about the warm rooms provision this year, so it is assumed that this funding has ended, and any additional provision will need to come through existing funding. Given the relatively high level of service that fits within the 'warm rooms' heading that runs throughout, this is not unmanageable, but consideration may be wanted for any funding of external groups (e.g. TB, games night, etc.).

STAFFING IMPLICATIONS:

As with all events, the staffing demand is considered and often includes officers from across the directorates. This means that Time Off In Lieu (TOIL) is built up and needs taking at other times. This is currently working okay.

FINANCIAL IMPLICATIONS:

Events that have taken place have been within agreed budgets and / or utilised external funding / partnerships / collaborations. This approach works well as the sum is greater than the parts and partners often get better outcomes all round.

There will need to be some consideration of events budget for the coming year and agreement as part of the budget setting process as to what is allocated for which events.

OTHER IMPLICATIONS:

The events the year have seen greater engagement with a wider range of residents than previously. They have also seen people coming onto parish (e.g. for Wheelie Big Picnic and Peartree Bridge Picnic – both collabs).

BACKGROUND PAPERS:

SUGGESTED PROPOSAL:

That the committee considers the underlined points above and agrees any approaches.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 16th September 2024

Agenda Item SC 161/24

PURPOSE OF REPORT:

To provide updates of our Youth and Community Service delivery over the Summer period.

RECOMMENDATION:

That the committee notes the report.

MAIN ISSUES AND CONSIDERATIONS:

Youth Service - Summer Holidays

WCC secured £8,253.75 to enable additional offers for children, young people and families in receipt of Free School Meals related benefits (FSM). These funds were utilised to offer family day trips to Gulliver's, Whipsnade and Emberton Country Park, facilitate two Performing Arts camps, two Climbquest day camps and a Graffiti Art workshop. In addition, funding enabled collaborative hire of the pump track for the Wheelie Big Picnic event. WCC Youth budget was utilised to enable non-FSM families to participate in every offer, ensuring our offer was inclusive for all Woughton residents. Alongside the four open access Play Ranger sessions across the parish each week of the holidays. We partnered with The Parks Trust (TPT) to deliver the first Peartree Bridge Family Picnic event on the Dinosaur field and hosted an exclusive hire session of 360 Play for one hundred Woughton residents.

Our annual Play Ranger Beach party was delivered within the wider offer of the WCC Festival on 7th September.

Reflective report:

- The Peartree Bridge Picnic event was a great success, engagement was high, we reached a new cohort of residents and also encouraged folks onto parish, showing Woughton to be a positive place to visit. TPT and the YCS Manager have agreed to develop a plan to make this an annual joint venture, to advocate use of the space year-round. It provides WCC with a genuine engagement opportunity on Peartree which should not be undervalued.
- The Wheelie Big Picnic, whilst having lower attendance than preferred, showcased an excellent site recognised by the Mayor and externals for future use. It was well planned and delivered, running smoothly on the day with some lovely outcomes for those who attended. Working with the Environment team was great, and it was a perfect example of how the Community Garden can be incorporated into wider community projects and how community projects can be used to highlight the potential of the garden as a valuable facility and resource.
- HAF was successful - we had a record number of attendees with a very small margin of failures to attend on the day compared to previous years. This is testament to the background work that went into managing the offer. This year also saw the highest number of Woughton residents booked through the HAF programme (the funding means that they are open to all across the city). Some events were 100% Woughton residents – this was due to WCC officers engaging with residents in advance and ensuring they were aware of the programme. HAF was subsidised by budget to enable an inclusive

offer for our residents and the breadth of the offer was excellent. We have received all positive feedback.

Whilst WCC offer a programme alongside the HAF elements, it should be noted we could not fund this offer without HAF funding which is due to cease at the end of 2024.

- It was notable that there was a huge offer across parish this summer: Family Centres, WCC HAF, WCC, external HAFs and RAs. This impacted attendance in individual projects but did mean a genuine 'something for all' programme, varied choice for residents and less exclusions. The YCS manager has begun conversations with the Family Centres and externals to look what a collaborative offer could look like in future years, especially as funding will be significantly reduced.
- Play Ranger Beach Party being incorporated into the WCC Festival was hugely successful with no negatives to report.

Ongoing weekly Youth Service delivery

- Five open access youth groups running every week. Play Rangers. Young Parents Group. Open access drop-in Youth Advice Café (supported by WAS). The doors remain open for drop-ins for Sexual health and C Card pick-ups and, a youth worker will recommence their MKA visits one break time per week.
- We have a continued notable presence at: MK's Healthy Young People's Network. The Suicide Prevention Network. Young People's Mental Health Task group and our secured reporting pathway to MK DEAL (helping to inform policy across the city) is now in full operation.
- We continue host / partner to deliver weekly Phoenix Arts sessions for two age groups, a fortnightly Music Club session with MKCC Music Hub and Under The Umbrella run two groups per week from No95 for young people and young adults who identify as members of the LGBTQ+ community.
- Council is asked to note that all services come back in to play gradually through September with the team focusing on outreach and detached youth work to reengage after the change in timings and engage new service users to the ongoing programme. All sessions will be running as per the programme from 30th September.

WAS & Wellbeing

- Our Advice Service remains in high demand, with a varied level of need presented and a variety of support offered. Two weekly outreach sessions continue at the Family Centres and Service Level Agreements have been drafted to formalise this partnership and ensure best practices. The Advice Officer reports that Housing and PIP remain the highest priorities of need. But there has been a high proportion of successful claims, appeals and interventions. And a significant number of excellent outcomes.
- The Wellbeing and Mental Health Officer remains committed to those high level of need cases which require a more integrated, longer-term support. Our officer continues to manage the workload, despite reducing hours. With some phenomenal results for residents and an unprecedented support offer, which Woughton can be both grateful for and proud of.
- Our team now have weekly meetings alongside the central record management system that is now fully integrated, which enables a more joint up approach and service that can manage absences more effectively. The team has put significant thought into evaluating and bringing together early plans for the development on no99.
- No 99 update - work continues and a small working group to develop an agreed approach would be welcomed, to enable clarity for all and a focus for any funding applications. This is of some urgency, if a programme is to be in place for January.

Community Projects

- ABC Park regeneration / Heritage project- Significant works have been undertaken to repair and regenerate the various pieces- as the works continue and the engagement elements happen, updates will be provided to this committee and on completion a final report.
- Inclusive Play Area - public consultation will be undertaken and feedback provided to this committee.
- Forest gardens - presentations will be made to relevant RA's on the proposals in September and will come back to this committee

STAFFING IMPLICATIONS:

- The team is depleted currently by two members moving out of area and another on long term sickness. The Youth team is 25hrs+ a week low on staffing and the Wellbeing team requires reduced hours replenishing. A recruitment drive is underway, and committee will be updated in due course.
- A more integrated approach to Youth & Community projects is being explored to enable a more connected and sustainable service across both directorates. Relevant proposals and developments will come back to this committee.
- The YCS Manager has requested an on-going volunteer drive to support the existing team, release pressure and prevent potential closures. The Operations Manager has begun this process for the Youth team and Community roles will follow.

OTHER IMPLICATIONS:

None

FINANCIAL IMPLICATIONS:

- The Youth Service budget is currently underspent in terms of resources and materials. It is expected the year end will have us well within budget. This is due to the external funding received enabling the YCS Manager to significantly reduce expenditure from the Youth Service Budget. The Youth Staff budget is currently running at 40%, 2% below projection. Consideration is being given to combining the Youth & Community in the next Council year budget
- Additional income received and generated for venue hire and to cover additional staff for delivery of HAF projects is recorded by the RFO within the appropriate budget lines.

BACKGROUND PAPERS:

None.

AUTHOR Tash Darling – Youth & Community Services Manager