

Woughton Community Council

Tuesday 10th March 2026

To: All members of the Services & Communities Committee

Cllrs Nick Scott (Chair), Ruth McMillan (Vice-Chair), Eamonn Bobey, Maggie Ferguson, Michael Ferguson, Donna Fuller, Penny Glasgow, Luke Louis, Charlie Marsh, D'Anne Mordecai, Deanna Norris, 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 March 2026** 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.



SERVICES AND COMMUNITIES COMMITTEE

16th March 2026

AGENDA

SC 92/25 Apologies:

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

SC 93/25 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 94/25 Questions from the public (maximum 15 minutes):

To receive questions and statements from members of the public.

SC 95/25 Chairs announcements:

To receive announcements from the Chair.

SC 96/25 Minutes of previous meetings:

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

- Monday 16th February 2026.

(Attached)

SC 97/25 To consider an approach and any items to include within an accreditation scheme for Resident Associations

Following discussions at previous meetings, to investigate and consider an approach to accreditation, alongside any specific elements that should be included within any scheme.

(Paper and previous documents attached – DECISION NEEDED)

SC 98/25 To consider an approach and any funding towards provision of PPE / clothing for councillors, specifically relating to the duties undertaken

To consider whether funding should be allocated towards provision of clothing for councillors when undertaking duties on behalf of the council

(Paper attached – DECISION NEEDED)

SC 99/25 To provide an update on KickBack Kitchens

An update regarding the funded project to provide 'cook at home' meals, including publicity and recruitment processes.

(Paper attached – information only)

SC 100/25 To provide an overview of the BEYOND project

To provide an 'end of project' update, following the final event, covering the project and to consider future involvement and approaches.

(Paper to follow – discussion item)

SC 101/25 To provide details of the OU Sustainable Food event and Hip Hop Block Parties



To update the committee on upcoming events
(Posters attached – information only).

SC 102/25 To further consider the Service Plan for 2026/27

A further update on the Service Plan proposals, with options to add further / remove / adjust, prior to agreement at Full Council in April.

(Plan to be provided on screen – discussion item)

Date of next meeting:

Monday 20th April 2026 @ 6.00pm

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



Woughton Community Council

SERVICES AND COMMUNITIES COMMITTEE

16th February 2026

MINUTES

Present: Ruth McMillan (Vice-Chair – Chair for this meeting), Penny Glasgow, Luke Louis, Charlie Marsh, D’Anne Mordecai, Deanna Norris, April Rennie, Liz Simpkins, Sue Smith, Lorna Webb.

Also in attendance: Steve McNay (Council Manager)

SC 79/25 Apologies:

Apologies were received from Cllrs Scott, Williamson, Ferguson, Ferguson and Bobey.

RESOLVED - noted

SC 80/25 Declarations of Interest:

No declarations were made.

RESOLVED - noted

SC 81/25 Questions from the public (maximum 15 minutes):

No questions were received.

RESOLVED - noted

SC 82/25 Chairs announcements:

The Chair shared details the Men’s Group, taking place at No 99 on Saturday mornings, between 10.30 – 12 noon.

RESOLVED – noted.

SC 83/25 Minutes of previous meetings:

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

- Monday 19th January 2026.

Proposed by Cllr Smith. Seconded by Cllr Norris.

RESOLVED by way of unanimous vote.

SC 84/25 To reconsider and decide on previously deferred grant application and approach to ‘running costs’ funding to LHRA

a) Leadenhall Residents Association annual events programme and running costs
The paper was presented by the Council Manager, detailing the steps taken since the previous meeting. Cllr Glasgow provided details of the RA meeting that took place and discussions that had taken place at that meeting. Queries were raised around various elements of the application, including whether insurance costs were included – this is something that would often be covered by the ‘running costs’ grant provided by WCC.

Proposal:

That ALL resident associations recognised by WCC should receive the annual running costs grant, where accredited by MKCC or not’

Proposed by: Cllr Rennie. Seconded by: Cllr Norris.



RESOLVED by way of majority vote.

It was stated that the Leadenhall Councillor, Cllr Glasgow, would be providing funding towards costs associated with the festival and as a result, a lower level of funding would be needed.

The discussion also included a suggestion that all RA's could be accredited by Woughton Community Council (a further paper will be presented to this committee at the next meeting) and that insurance for RA's was an important part of any accreditation.

Proposal:

That ALL Resident Associations being funded by WCC should have suitable insurance in place.

Proposed by: Cllr Marsh. Seconded by Cllr Smith

RESOLVED by way of unanimous vote.

This decision, combined with the decision above to award £500 for running costs, led to a re-evaluation of the application, removing costs not associated with event delivery. The reduced the proposal to £1200.

Proposal:

That the grant application is agreed at a level of £1200, with a condition that suitable insurance is in place'

Proposed by: Cllr Glasgow. Seconded by Cllr Webb.

RESOLVED by way of unanimous vote.

ACTION POINT – Council Manager to provide a paper exploring accreditation of RAs within the parish at the next meeting of this committee

SC 85/25 To receive an update on the MKCC Transport Consultation

The Council Manager provided an update and further papers regarding the consultation, plus details of the online meetings planned.

RESOLVED - noted

SC 86/25 To consider community development approach

The committee was asked to consider taking a longer-term approach to community development, with a 'listening' and co-production approach. A paper was provided by the Community Development Officer which formed the focus of the discussion. Ideas were provided around use of the trailer for listening events, focusing on listening to residents, with an acceptance that estates are different and often need different things.

Residents Associations (RA) were also discussed – there is an RA forum and one suggestion was that rather than an RA Forum, a residents forum, where all can attend, would be an option.

Events on each estate were agreed at the previous meeting, and these can be focused using this approach. Following up afterwards was also a key element noted.

Proposal:

That once a month, moving round the estates, take the trailer and 'listen', with food to help engagement.

Proposed by: Cllr Rennie. Seconded by: Cllr McMillan

RESOLVED by way of unanimous vote.

SC 87/25 Details of new self defence class and clarity regarding branding



Details of a new session taking place at EAC for a women's only self defence class were shared and committee felt that this should be WCC branded. Comments were also made regarding the visuals themselves and which option was preferred and correcting the address to 'Activity Centre', not community centre.

RESOLVED - noted

SC 88/25 To further consider moving the Community Larder to the 'fridge' space and consideration of any other activities that may be suitable

With the 'fridge' end of the building relatively unused, consideration of moving the larder there and ideas of any further use for the space were discussed.

(Verbal discussion and agreement – DECISION NEEDED)

SC 89/25 To provide an update on DAFS

The Council Manager provided details of changes within the DAFS provision, following previous updates at Parishes Forum and WCC meetings.

RESOLVED - noted

SC 90/25 CCTV update

There was nothing of note provided.

RESOLVED - noted

SC 91/25 Update on the position with tenants at Eaglestone Activity Centre and the Wednesday food offer

Following recent changes to the provision of food at EAC and the ending of the partnership with Abba Father, an update covering all aspects was provided. Abba Father were thanked for moving out in a timely manner and leaving the office in a good, clean condition. Further updates will be provided as ideas are discussed.

RESOLVED - noted

Date of next meeting:

Monday 16th March 2026 @ 6.00pm

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

The Chair closed the meeting at 19:10 hours

Signed:



WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 16th March 2026

Agenda Item SC 97/25

PURPOSE OF REPORT: To consider an approach and any items to include within an accreditation scheme for Resident Associations

RECOMMENDATION:

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

MAIN ISSUES AND CONSIDERATIONS:

Following discussions at the meeting last month, the Council Manager was asked to provide a paper regarding the possibility of implementing an accreditation scheme for local Resident Associations who are funded through WCC, specifically those funded with the annual 'running costs' grant.

The following are items that are often used by authorities for similar purposes:

- Committee details form with contact details.
- A copy of your constitution
- Example notice & minutes from your regular meetings.
- Evidence of your bank account including balance and signatories.
- A copy of your independently reviewed accounts for the last financial year.
- Evidence of the notice, promotion & minutes from your last AGM.
- Examples of recent communication with members and other local residents (e.g. newsletter)
- Evidence of any events or activities such as photos and promotion material.
- *Evidence of suitable insurance policy in place*

The final point was added in response to the specific element requested at the last meeting.

Attached to this paper is a proposed paper that details how groups may go about setting up an RA, which includes details of how any accreditation might work.

In addition, the agreement between WCC and RA's is also attached – this includes some proposed expectations on RA's, which whilst encouraged are to currently linked to any payments.

The committee is encouraged to consider any additional elements that might be included in any 'checklist' that an RA would need to include in any accreditation check and what process may be used to assess this application process (e.g. officers review and provide a recommendation, applications come to this committee for assessment, a panel of officers / councillors assesses).

STAFFING IMPLICATIONS:

There may be some time implications if officers are involved in assessment of any accreditation scheme – these should not be onerous and would be manageable within existing staffing structures.

FINANCIAL IMPLICATIONS:

No additional costs anticipated.

OTHER IMPLICATIONS:

BACKGROUND PAPERS:

Previous agreement with RA's
Setting up and Resident Association

SUGGESTED PROPOSAL:

That the committee agrees to an accreditation process that includes items as agreed, with a formal checklist and process to be provided for formal ratification at the April meeting of this committee.

AUTHOR

Steve McNay – Council Manager



Woughton Community Council – Support to Resident Associations

Woughton Community Council is committed to supporting Resident Associations across the parish to deliver the range of activities and initiatives suitable for their residents. As part of this support, Woughton Community Council agrees to:

- Provide annual funding to support the running costs of the Residents Association, to be reviewed annually and paid in May of each calendar year. As of April 2019, this amount is £500, but will be reviewed annually.
- To provide space(s) within a minimum of four (4) training sessions each year to members of the residents association, at no cost.
- To provide, free of charge, use of a WCC Community Venue, for RA's to hold regular meetings or events, to a maximum of 12 times / 30 hours rental, annually. Where an RA operates in an area where WCC do not have a venue, there will be access to a) the closest community venue to their estate or b) a maximum of £200 per year towards rental of a suitable space within their estate.
- To enable residents associations to borrow equipment owned by WCC, including (but not limited to) gazebos, play equipment, tables, chairs, Public Address system, projectors and similar. A full list of equipment available to borrow will be provided and updated each year.
- To provide space within the WCC 'Gazette' newsletter for the resident association to advertise or inform local residents. Any articles submitted will be subject to the same controls as other articles (e.g. edited for space, compliance with legal duties, etc.). WCC will give a minimum of 30 days notice for 'cut off' for submissions.
- To compile a list of resources and assets owned by RA's, to enable RA's across the parish to support each other (with agreement).
- To host a minimum of four (4) forums each year for ALL local RA's to discuss issues relevant to all and help formulate the WCC annual Service Plan and budget, ensuring a minimum of 30 days notice for each forum date.
- To attend RA AGM and other meetings as requested upon invite from the RA.
- To support RA events and activities where possible and upon invite from the RA.
- To supply each RA with a copy of the WCC annual accounts as they become available, and to make available the annual accounts for the past five years on the Woughton Community Council website
- To inform RAs of funding opportunities and help prepare grant proposals.



Woughton Community Council – Support to Resident Associations

- To publicise RA meetings on the WCC website, social media and community notice boards.
- To provide officer support to associations when requested for development, training and support.

- To provide guarantees and insurance against damage where equipment owned by Resident Associations is loaned or used by other associations or by the council.

The underpinning ethos of this support is collaboration, partnership and shared approaches.

Please note Appendix A, which details a shared view of how Resident Associations can best deliver support to their communities and work with WCC to this end.

This agreement will be reviewed annually with Resident Associations at the final forum of the financial year.



Woughton Community Council – Support to Resident Associations

Appendix 1 – Suggested Resident Association delivery

Woughton Community Council understands that the seven Resident Associations within the parish work in different ways, have different priorities and are at different levels of development. The Council supports this individuality and is committed to working with each Association in a way that is constructive, welcomed and with the overarching ethos of partnership and making the parish the best possible place to live, work and visit.

Whilst the Council does not wish to be prescriptive in its approach, we would encourage Resident Associations to consider the following;

- That they are open and transparent in their provision, providing agendas and minutes in advance of meetings and welcoming ALL members of the public to be involved
- That they invite WCC to be involved in RA events
- That they *consider* requests from neighbouring RA's to borrow / rent equipment owned or managed by the named RA with guarantees / insurance for damage underwritten by WCC
- That they offer space on WCC funded trips to neighbouring RA's, in the event that they are not fully subscribed and to consider collaborative approach to trips to provide different destinations
- That they send a representative of the RA to the WCC arranged 'RA's Forum' at least twice annually, and preferably each time
- That they communicate issues that falls under the remit of WCC to the appropriate officer / member for action. This includes (but is not limited to); fly-tipping, litter and waste issues, faulty equipment (including play parks and street lighting), anti-social behaviour and similar
- That they encourage applications from local community groups to the WCC Grant Aid programme
- That they promote inclusion, equality and diversity within all activities (except where limited by nature of event, e.g. a youth club or older persons dinner).
- That they act professionally in all aspects of delivery, promoting positive impressions of the parish and working towards the betterment of their estate(s) and the parish of Woughton as a whole.

We would encourage local Resident Associations to make use of the resources offered by Milton Keynes Council and comply with the expectation of the Resident Involvement Team (e.g. to have a constitution, maintain effective financial controls, etc..). WCC are happy to offer support where requested to enable RA's to meet the standards expected.



Woughton Community Council – Support to Resident Associations

Appendix 2 – Recognised Resident Associations in Woughton

Woughton Community Council parish area covers seven residential and two industrial estates. Each of the residential estates has a Residents Association. Woughton Community Council will offer support as detailed in this document to one association on each residential estate (alternative support via a Business Forum will be offered to the industrial estates, in the event that this is wanted).

As of May 2019, the recognised Resident Associations and named contacts are:

Beanhill

Coffee Hall

Eaglestone

Leadenhall Leadenhall Residents Association (LRA)

Netherfield Netherfield Residents Association (NRA)

Pear tree Bridge

Tinkers Bridge Tinkers Bridge Residents Association (TBRA)

It is requested that ALL associations provide up to date contact details and notify WCC of any changes to the details held and to inform the council if associations do not want their details publicised on the website.

A Guide to setting up an accredited Resident Association

This guide has been designed to give ideas and helpful guidance to residents on setting up a Resident Association in their area.

Being part of a Resident Association gives people the opportunity to discuss important local issues and have a say in decisions that affect services in their area. When residents work together, they can make change for in their community. Resident Associations can also organise events and activities that help build a stronger sense of community.

The Woughton team (alongside Milton Keynes City Council (MKCC), where appropriate) can help to support you while your group is getting started and will be there for you as your group gets established, helping you to grow and develop.

What is a Resident Association?

A Resident Association (RA) is a voluntary group of people who live in a neighbourhood and decide to represent and support their local community. Resident Associations are independent, but Woughton Community Council (WCC) has a role to play in supporting groups and ensuring accredited RAs are following a transparent governance process.

Residents can come together and form a Resident Association to address a particular priority in their neighbourhood or to build a stronger sense of community in the area. Resident Associations also play a vital role when consultation with local communities is needed.

Why start a Resident Association?

- To campaign for a positive change or to protect something you love about where you live (e.g. a better repairs service, playground, green space etc.)
- To bring together different resident views to give your community a shared voice and work with other organisations, such as WCC or MKCC, to improve the way things work in your neighbourhood
- To arrange local events, raise money, and build a stronger sense of community (e.g. a street party or keep fit etc)
- To keep residents informed about what is happening in your neighbourhood.

Where do I start?

Step 1: Check for an existing RA

- Check that there is not already an RA covering any part of the neighbourhood you want your new group to cover.

Step 2: Talk to your neighbours

- Knock on people's doors, chat over the fence, in communal areas, shops, schools and community centres.

You'll need to find out:

- Do they think an RA could make a difference in your area?
- Whether the issues affecting others are the same ones that you are concerned about?

- What homes and area do they want the RA cover? This would usually be the boundaries of the estate, but in some areas, may cover part of an estate or more than one estate.
- Would they be willing to join the group and help run it?
- Try and build a group of people who reflect the diversity of your community, that way you have the best chance of building a group where everyone can feel comfortable and want to get involved.
- You need to find at least 6 people who are willing to help run the RA and attend regular meetings. That will involve giving up several hours of their time every month for at least a year while helping to run the RA. This might sound like a lot, but this work at the beginning will really pay off over time, ensuring that you have people who are willing and able to work together.

Step 3: Contact WCC and / or MKCC

- Get in contact with us to find out more about getting accredited as an RA.
- We can offer free training to help you learn skills to help run a successful RA. This includes things like chairing a meeting, fundraising, treasury skill and minute taking.
- We can help with leaflets, letters, emails, templates, data about your community, and a meeting place for your meetings.

We will also give you an idea of any criteria you would need to meet before we award an accreditation to your group. This could include proving you have tried to reach all sections of the community in your area including tenants, leaseholders, people who don't speak or read English, and young people among others.

Step 4: Arrange an initial meeting.

- Consider who to invite. This should aim to bring people who have expressed an interest in being part of an RA and ideally will represent the different parts of the estate and the different demographics (older and younger, different backgrounds, etc.).
- The WCC Community Development Officer can offer advice on where to hold your meetings and can help cover meeting room fees if no free community space is available.
- Consider cultural differences when planning your meeting and make provision for people with disabilities and children. This might be simply ensuring that there is a space for children / activities to keep them occupied. Our Youth Team may be able to offer some ideas.

Step 5: Make sure that everyone knows about the meeting.

- The Community Development Officer can provide a template to create a simple letter, leaflet or poster to let people know about the date, time, and place of the meeting.
- Include who to contact if they are interested in finding out more or getting involved. Post the leaflets through letterboxes, put them onto noticeboards or share them on social media.
- Make sure you give people plenty of notice and reminders to maximise participation.

Step 6: Hold the first meeting

- The Community Development Officer and local councillors can attend your first meeting and can help you to draw up an agenda.
- The first meeting is a chance to answer questions about what setting up and running an RA involves.
- During this initial planning meeting someone will need to act as ‘Chair’ – again, WCC can assist with this if that would be helpful.

After your first meeting you will know if you have enough interest locally to go ahead and set up a sustainable RA. You will need at least 6 people who want to help run the group and have time to attend regular meetings. Your next step is to organise a public meeting to launch your new RA, this is called a launch Annual General Meeting (AGM).

Step 7: Preparing for your launch AGM

- Choose a name for your group
- Read through the template constitution which will be signed by the new committee when elected. Speak to the Community Development Officer should you have any questions.
- Start creating a membership list. You will need to create a membership form that lets your new members know the list will be stored and what the information will be used for. WCC can provide a template data protection policy to help you manage the data members will share with you when joining your group.
- Confirm the area your group will represent in conversation with the Community Development Officer
- Decide on a date and time for your launch AGM and book a venue.
- Decide how to publicise the meeting, for example, prepare a leaflet and arrange for it to be printed, and/or prepare a poster to advertise the meeting.
- Arrange the distribution of the leaflet and/or posters.
- If you have decided to invite representatives from other Organisations, contact them and check they can attend. This could include your local Housing Officer, representatives from local organisations or groups (schools, community groups, places of worship, etc.), WCC, MKCC, etc.
- Make sure you have decided on who is going to chair the meeting, take notes and record the names, contact details and addresses of everyone who attends the meeting.
- Agree an agenda and check it with the person chairing the meeting.

Step 8: At the launch AGM

- Maximise this opportunity to register new members for the RA.
- Vote to adopt a constitution.
- Elect committee members including, as a minimum, a Chair, Secretary and Treasurer.
- Decide on date for the first meeting of the committee, the frequency of committee meetings, which committee meetings will be open to members, and the rough date of the next annual general meeting.

- Get to know each other and build relationships with each other and with Council representatives.
- Collect ideas for future discussions by using tools like an ideas board or suggestion box

Step 9: Bank account and grant

- Open a bank account in the name of the group with at least two signatories from the elected committee. Most RAs that don't have an office address use the home address of the treasurer for their bank account.
- Contact MKCC to request your start up grant, if you fall within one of the MKCC areas (this includes all estates in Woughton, with the exception of Leadenhall).

Committee members and their roles

The committee runs the RA on a day-to-day basis on behalf of the members. The committee will organise general meetings and the Annual General Meetings (AGM) and will carry out any decisions made at these meetings. The membership of the committee should reflect the diversity of the people it represents, and the balance of owners, tenants and leaseholders should be the same as for the area the group covers.

To set up an RA you must have at least six people with enough spare time and dedication to fulfil the key roles within the committee. There will be three officer roles; the Chair, Secretary and Treasurer and at least 3 general committee members who actively support the officers in their roles.

Chair - A Chair is elected to provide leadership, plan, call and chair meetings, and ensure that the committee works well together. A Chair should ensure that the RA keeps to its aims. A Chair often represents the group at other meetings and forums.

Secretary - A Secretary is responsible for administration and communication. They set the agenda with the Chair, record meetings, distribute summary notes from previous meetings and agendas for meetings coming up, and occasionally write letters on behalf of the RA.

Treasurer - A Treasurer oversees the management of any money collected or grants received. They pay bills and keep accurate records of money received and spent. The Treasurer works with the committee to carry out financial planning for the year. They ensure that all expenditure is agreed at a recorded meeting. They should share bank statements with the committee at every meeting. At the end of the year they prepare the final accounts, arrange for them to be independently reviewed, and present them along with a financial report to all members at the following AGM.

Resident Association Grant

For your RA to be grant funded by MKCC Housing Service, there must be a sufficient number of council properties within the area covered by the RA. In Woughton, every residential estate (barring Leadenhall) could be funded through this route.

This means that most RA's created, should be able to get a 'start up' grant and ongoing funding through MKCC. All RA's that are accredited with WCC will receive an annual grant.

You will receive an annual grant from WCC after the Services Committee has completed your first annual review meeting and you have received your accreditation.

Training and Support

WCC will run a programme of regular free training sessions which the members of RAs are welcome to attend. This will include training relevant to each of the officer roles as well as other skills to help run an excellent RA. We will also try to support other training needs that your committee may have. The Community Development Officer can give practical advice to members of new and existing RA that need our help.

Frequently asked questions

Is there a limit to the number of members a group can have?

No, there is no limit for RA's to be supported by WCC – they just have to be based in the Woughton parish. It can be as large (or small!) as you want it to be. For example, it could cover a small sheltered housing scheme, one street, or a whole estate. It is up to the residents to decide the area they want the group to cover as long as no part of the area is covered by an existing resident group.

It should be noted that WCC only supports one RA per estate, which is decided annually. The more of an estate that is covered, the more likely the group is to be accredited by WCC.

What is a constitution?

A constitution is a list of rules for your RA. It sets out the aims of your group and how your group will work towards those aims. It provides a framework to ensure fair and transparent processes are followed. This will help your group avoid or respond to challenges that may arise from time to time.

A template constitution can be supplied by the Community Development Officer.

What is a quorum?

This is the number of members required for a meeting to go ahead. You can decide what the quorum will be for your group.

Who can be members of the RA?

Membership of the association shall be open to all residents of Woughton - owner occupiers, leaseholders or private tenants and their family members in the defined area.

The committee may accept any person as an associate member. They shall have all the privileges of membership except the right to vote at meetings and to be elected as members of the committee

Can a person who works for the WCC or MKCC, but who is also a resident be a member of the association?

We advise that they should be allowed to be members of the group, but not a member of the committee (because of potential conflict of interest) and that they are made aware that they attend meetings as a tenant and not on behalf of either council.

Can a councillor who is also a resident be a member of the group?

We advise that they should be allowed to be members of the group, but not a member of the committee and that they are made aware that they attend meetings as a tenant and not as the 'council', unless they are specifically invited to represent the council at meetings.

Will we need a bank account?

Yes, to be an accredited RA and receive grant you must have a bank account in the name of the RA with at least two signatories.

Will we need insurance?

Your group is not required to have insurance. However, we recommend that you get public liability insurance if you plan to organise any formal outings or events, or any other activity that involves the public. This might include public meetings (unless held within WCC buildings). You may not be accredited unless you have suitable insurance in place and RA's are encouraged to consider using the annual 'running costs' grant to cover the costs of insurance.

Does an RA have to keep accounts?

Yes, WCC requires that accredited Resident Associations should be able to demonstrate responsible financial management. That means keeping accounts, having them independently reviewed annually*, presenting the reviewed accounts to all members at your AGM, and sharing them with the Resident Engagement Team during your annual review.

*It may be that officers of WCC can independently review accounts, depending on the complexity.

What is an AGM (Annual General Meeting)?

This is an important meeting as it is the meeting where the committee reports on the activities of the RA over the previous year. At this meeting all members of the committee stand down and a new committee is elected, although people who have been on the committee can put themselves forward for re-election. Your constitution should state when and how this meeting will be held and how members and other local residents will be informed of it in advance.

What is the role of a Community Development Officer?

The WCC Community Development Officer helps to set up the RA, independently oversee committee elections (where appropriate), answer questions about RA governance, arrange training, support some local events or membership drives, carry out annual reviews, award an accreditation level, and arrange grant payments. The Community Development Officer will not usually attend committee meetings unless there is a specific reason for them to attend, or they have been specially invited. It may be appropriate for them to attend more often during the early stages of creating a new RA.

What information will an RA need to share with the WCC Services Committee, to become accredited

When you are an established RA the Community Development Officer will review your accreditation once a year, presenting the recommendation to the Services Committee of WCC. During each annual review, your group will need to provide the following:

- Committee details form with contact details.
- A copy of your constitution

- Example notice & minutes from your regular meetings.
- Evidence of your bank account including balance and signatories.
- A copy of your independently reviewed accounts for the last financial year.
- Evidence of the notice, promotion & minutes from your last AGM.
- Examples of recent communication with members and other local residents (e.g. newsletter)
- Evidence of any events or activities such as photos and promotion material.
- Evidence of suitable insurance policy in place

The Community Development Officer can provide a template data protection policy for your group so that members are aware that you will be sharing this information with us.

How can I get more help and information regarding setting up an RA?

You can contact the Community Development Officer via email to reception@woughtoncommunitycouncil.gov.uk, via phone on 01908 395681 or speak to one of our officers or councillors for more information.

WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 16th March 2026

Agenda Item SC 98/25

PURPOSE OF REPORT: To consider an approach and any funding towards provision of PPE / clothing for councillors, specifically relating to the duties undertaken

RECOMMENDATION:

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

MAIN ISSUES AND CONSIDERATIONS:

Following events over the past year (and historically), where councillors have been involved with events and activities within the community, a request has been made for the provision of ‘uniform’ for councillors to have.

This specifically relates to activities that take place outside, especially when weather is poor (e.g. when flooding takes place and rain continues) and the provision of dry robes / coats / etc.

Previously, some councillors were provided with raincoats. It is unclear whether these remain accessible / used.

It is also unclear as to whether this equipment should be provided to all councillors or only those that are part of any emergency work, those that work within the community or that a supply should be in place which can be accessed by councillors as and when needed.

PPE (personal protective equipment) IS provided, when needed. This includes gloves, masks, waders, etc.

FINANCIAL IMPLICATIONS:

Costs vary enormously:

<https://www.workwear.co.uk/621BKSM.html>? – this is warm and waterproof and is £18.32 excl VAT



<https://www.workwearexpress.com/jackets/waterproof> (this is the company we often use for uniform) has a selection ranging from around £10, right up to £400 (with additional costs for any branding).

OTHER IMPLICATIONS:

Councillors are provided with an allowance (currently £942) which is '*..intended to cover incidental costs, such as the use of their homes for council business, telephone rental and broadband charges*'. Whilst uniform is not essential, it may be considered by the committee that this is NOT covered within the basic allowance expectation and as such, should be provided to enable councillors to undertake the duties that require such equipment.

BACKGROUND PAPERS:

SUGGESTED PROPOSAL:

That the committee agrees to provision of suitable waterproof clothing to be provided to councillors who are regularly involved in activities that require such equipment.

The committee recommends that this should be branded and WCC should retain ownership of this equipment, with councillors 'signing out' and agreeing to return should they cease to be a councillor. The committee agrees to expenditure of a maximum of £50 per jacket (including logo inclusion).

The committee may wish to change this to include some detail on who is / isn't allocated equipment, any issues relating to costs and any other changes wanted.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Services and Communities Committee – 16th March 2026

Agenda Item Sc 99/25

PURPOSE OF REPORT: To provide an update on Kickback Kitchens

RECOMMENDATION:

1. That the committee notes the report

MAIN ISSUES AND CONSIDERATIONS:

As previously agreed, WCC will be undertaking a pilot scheme, fully funded, to trial the 'KickBack Kitchens' model – a 'chip in what you can' approach, providing meals that can be collected and heated at home.

The approach is:

We're a tenacious CIC cooking up self-financing, 'chip in what you can' ready-to-reheat meals to nourish every corner of the community. We're all about embracing lost, local, and leftover ingredients and turning them into tasty meals in underutilised neighbourhood kitchen spaces.

We're not just feeding tummies; we're feeding futures.

Our impacts are improved nutrition, reduced carbon footprint, and tackling poverty.

Improved Nutrition

By linking portion sizes to family composition and optimising recipe design, we cook delicious and nutritious meals targeted at affordable Aldi and Lidl price points, serving the entire community without sacrificing nutrition for cost.

Reduced Carbon Footprint

By maximizing the use of existing infrastructures and ingredients, and reducing domestic energy consumption through collective cooking, we make the most of what we already have.

Tackling Poverty

By creating paid positions instead of relying on volunteers, strengthening community social enterprise, and keeping cash within the local economy, we pave the way for communities built on solidarity and resilience, eradicating food poverty at its source.

Here in Woughton, we are now coming to the point where we join the trial (already operating in Glee Farm School and from The Old Bath House in Wolverton) and need to consider the next steps. This includes appointing staff (chef and coordinator) to manage the project, publicity to get people to sign up and consideration of how any collection / distribution might work.

The picture below is from the Old Bath House project, which has been running for around two months.

KICKBACK KITCHEN

Kickback Kitchen is a local evening meal service for everyone. We cook ready to reheat meals designed to take the pressure off busy lives.

Meals are cooked each week in the Old Bath House and Community Centre kitchen using quality ingredients and a focus on flavour. Once you're signed up, you're part of Kickback Kitchen for as long as you want to be.

Getting started is simple.

First, you register your interest below (it only takes a minute). We'll then email you to ask how many meals you'd like each week and check any dietary requirements. After that, you'll get a welcome message confirming your first collection date and what the meal will be.

[REGISTER YOUR INTEREST HERE](#)



Each week there's one meal on the menu, like a rich, comforting spag bol or a hearty curry. Meals are labelled, and we offer veggie, vegan and meat options. If we ever need to check something with you, someone from the team will be in touch.

On Wednesdays, you pop into the Old Bath House between 6–7pm to pick up your meal. Just bring yourself and a bag. You'll usually see Robin in the kitchen and Hel at the door saying hello. At home, you simply heat, eat and Kickback. Later that evening, we'll text you a link so you can chip in what you can.

If you can't make a week, just give us a quick heads-up so we don't cook more than we need.

Register today. Dinner sorted

If you have any questions or would like to support this project, please get in touch with Hannah Kitchen or Hel Innes by emailing: wolverton@kickbackkitchens.org

Kickback Kitchen has been made possible thanks to the support of Hubbub and Sustainable MK

STAFFING IMPLICATIONS:

Recruiting to the two key posts needs to take place. Job descriptions are attached and these will 'go live' after this meeting. Please consider whether there is anyone who may be suitable to undertake these roles, on a Monday afternoon / evening.

FINANCIAL IMPLICATIONS:

The project is fully funded, with a view to seeing if it can become sustainable. The 'chip in what you can' model will be interesting, as previous projects have been in very different areas and mainly around schools (engaging with parents). As a community based project, this is an exciting opportunity to try something different, potentially engaging with local businesses, as well as places like the hospital, alongside schools and general public. This very different approach will provide a good evidence base from which the KbK team can assess the viability of the approach in other areas.

BACKGROUND PAPERS:

Job descriptions for Chef and Coordinator are attached.

SUGGESTED PROPOSAL:

For information only

AUTHOR

Steve McNay – Council Manager



Document Element	Setting
Community Partner	Woughton Community Council
Kitchen Location	Coffee Hall Community Centre
Kitchen Address	60 Garraways, Coffee Hall, Milton Keynes MK6 5EG, United Kingdom

Job Title: Kickback Kitchen Chef

Location: Coffee Hall Community Centre, [60 Garraways, Coffee Hall, Milton Keynes MK6 5EG, United Kingdom](#)

Contract Type: Fixed-term (21-month)

Part-time: Variable hours based on production needs

Salary:

Start Date: TBC

Reports To: Steve McNay, Woughton Community Council

About the Project – supporting families in the community

Kickback Kitchen is an approachable Community Interest Company (CIC) funded through Hubbub and Innovate UK to help cook up self-financing, “chip-in what you can” ready-to-reheat meals to nourish every corner of our communities. We’re all about embracing lost, local, and leftover ingredients and turning them into tasty meals in underutilised neighbourhood kitchen spaces.

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Role Overview

We're looking for a practical and reliable Kickback Kitchen Chef to help prepare delicious, ready-to-reheat meals for Woughton Community Council at Coffee Hall Community Centre.

Working alongside the Kickback Kitchen Coordinator, you'll help produce weekly batches of nutritious meals, typically around 100 portions at a time. Your focus will be on ensuring meals are prepared safely, consistently and to the agreed recipes.

You'll take responsibility for the food safety side of production – ensuring ingredients match the agreed recipe, managing safe cooking and cooling processes, completing food safety records, and leaving the kitchen clean and ready for the next users.

This role would suit someone who enjoys cooking at scale, is confident working in different kitchen environments, and likes being part of a small team delivering something positive for their community.

The Kickback Kitchen team will support you with training, systems, and guidance. You'll have the chance to develop new recipes and your practical feedback will also help us improve how Kickback Kitchen operates as it grows to new communities.

Key Responsibilities

1. Preparing great meals

You'll play the key role in preparing the weekly Kickback Kitchen meals at Coffee Hall Community Centre.

Responsibilities include:

- Working with the Coordinator to confirm ingredient quantities based on the number of portions required and the recipe being prepared.
- Preparing ingredients for cooking.
- Cooking meals according to the agreed recipes.
- Ensuring the correct volume of food is prepared to meet the required number of portions.
- Cooling cooked meals safely in line with food safety guidance (typically within 90 minutes).
- Packing and labelling meals according to the provided packing list.

Production typically takes place in batch cooking sessions lasting roughly four hours, depending on the number of portions being prepared.

2. Food Safety & Compliance

You'll take responsibility for the food safety side of kitchen production.

This includes:

- Ensuring ingredients used match the agreed recipe and allergen information.
- Managing safe cooking, cooling and chilled storage practices.
- Completing relevant HACCP / SFBB (or equivalent) records.
- Ensuring allergen information accurately reflects the ingredients used in the recipe.
- Following the food safety systems used by the host kitchen or Kickback Kitchen.

The Coordinator will focus on ensuring the meal options work for Kickbackers, while you ensure the meals produced match the stated ingredients and allergen information.

3. Keeping the kitchen running smoothly

Kickback Kitchen operates in shared community kitchen spaces, so leaving the kitchen ready for the next users is essential.

You'll help by:

- Working collaboratively with the Coordinator during preparation sessions.
- Adapting to different kitchen environments and equipment.
- Cleaning down kitchen areas, utensils and equipment used during cooking.
- Leaving the kitchen in a clean and suitable condition for the next users.

4. Improving things

We welcome ideas from the people actually doing the cooking.

You may contribute by:

- Suggesting practical improvements to preparation or kitchen processes.
 - Sharing ideas for recipes that meet Kickback Kitchen's nutrition and sustainability goals.
 - Helping adapt recipes when working with seasonal or surplus ingredients.
-

Person Specification

If you're organised, comfortable cooking at scale, and take food safety seriously, you'll likely have the skills we're looking for.

Essential

- Food Hygiene Level 2 certification (Level 3 to be obtained shortly after starting).
- Allergen awareness training.
- Experience preparing food safely in a kitchen environment.
- Familiarity with HACCP, SFBB or similar food safety systems.
- Experience working with chilled food storage and safe cooling practices.
- Ability to follow recipes and produce consistent batches of food.
- Comfortable working with different kitchen layouts and equipment.

Desirable

- Experience working in community food projects.
 - Experience cooking with surplus or rescued ingredients.
 - Interest in developing affordable, nutritious recipes.
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Working Environment

This role involves working in a kitchen environment.

You should be comfortable:

- Standing for periods during food preparation.
 - Lifting and moving ingredients or trays of prepared meals.
 - Working in warm kitchen conditions during cooking sessions.
-

Working Pattern & Flexibility

- You will be employed by Woughton Community Council.
- Working hours will depend on the number of meals being prepared.
- Cooking sessions typically take around four hours in the afternoon.
- Sessions may increase depending on the number of portions being produced.
- We're happy to work with you to fit the role around life's commitments.



Job Title: Kickback Kitchen Coordinator

Location:

Contract Type: Fixed-term (21-month)
Part-time (up to 40% FTE, ~ 2 days per week)

Salary: £26,500 (pro-rata)

Start Date: TBC

Reports To: Steve McNay, Woughton Community Council

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Role Overview

The team are looking for a friendly and reliable person to help run our ready-to-reheat evening meal service with Woughton Community Council at Coffee Hall Community Centre. You'll be the friendly face people (Kickbackers) hear from each week, helping them sign up, collect their meals, gather feedback, and making sure everything runs smoothly from the kitchen to pick-up time.

This role is perfect for someone who enjoys being part of a community and wants to make a real difference—no specialist experience needed, just great people skills, some basic confidence with emails or spreadsheets, and a “can-do” attitude. Full training and support will be given.

The Kickback Kitchen team will have your back every step of the way, providing help, training and systems to support your work. We will also listen, hard; your feedback on what works and what doesn't will make Kickback Kitchen better and help its roll-out to other locations in Milton Keynes and beyond.

This is an opportunity to be part of something new and innovative at the heart of social justice in your community.

Key Responsibilities

1. Engagement & Communications

You'll love getting to know people; and being an integral part of the Kickback Kitchen community in Coffee Hall Community Centre:

- Assist in marketing and promoting Kickback Kitchen locally including social media and engagement with local groups.
- Getting to know the community and welcoming them to the meal service.
- Chatting with participating Kickbackers via email, messaging, (and occasionally over the phone,) as well at in-person events.
- Being approachable to respond to queries and hear ideas.

2. Making it happen

- Making sure everyone gets their meal; one day per week from a central collection point at the agreed collection time (usually late afternoon/ early evening).
- Helping the Chef(s) so the right ingredients are available for them to whip up delicious grub.

- Rolling up your sleeves in the kitchen during food preparation as needed (no prior catering experience required, but a willingness to help hands-on is essential). Training in food hygiene and other skills will be provided.

3. Improving things

- Recording ingredient costs and other related expenses.
 - Keep track of contributions and help us check that costs balance.
 - Helping Kickbackers share what they think of the meal service.
 - Keeping notes and simple reports so we can learn from what you see.
-

Person Specification

You don't need formal experience. If you're organised, manage your life and its admin successfully and are on time, with the odd 'life gets in the way' exception, then you've already got lots of the right skills.

Essential:

- Getting things done on time. You know, organising life and stuff.
- Someone who likes a natter and gets on with most people.
- Comfortable with tech, using email and simple spreadsheets (we'll help with training if needed).
- Able to get on with things and apply common sense.
- Feels comfortable working in a kitchen
- Passionate about people and helping their community.

Desirable:

- Experience working in communities
 - Balancing budgets and checking stocks
 - Food hygiene certification or willingness to obtain one
-

Working Pattern & Flexibility

- You will be employed by Woughton Community Council
- This role is up to 40% FTE (approximately 2 days equivalent per week).
- We're happy to work with you to fit the role around life's commitments..
- The fixed elements are:
 - a consistent weekly meal collection time between Collection_Time at Coffee Hall Community Centre
 - meal preparation on that, or the previous, afternoon.



BLOCK PARTIES

WITH
BREAK TO THE BEAT
MUSIC DJ'S ARTISTS

Refreshments available



Coffee Hall

Sunday 10th May, 12pm-3pm
Coffee Hall Barista Park
- [///rocky.moth.crowd](http://rocky.moth.crowd)
Opposite No 105 Jonathans, Coffee Hall, MK6 5DR

FREE!

Netherfield

Sunday 16th May, 12pm-3pm
Netherfield Meeting Place
- [///briettummy.pardon](http://briettummy.pardon)
Between Farmborough and Beadlemead, MK6 4HS

Photo credits: Dancer, Break to the Beat, DJ: Jem Catterall



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🌱 LET'S TALK FOOD, COMMUNITY & THE FUTURE 🌱

Sustainable Food Futures

An Open Day on Sustainable and Healthy Food

The Open University is partnering with Woughton Community Council to explore how we can make future food both sustainable and healthy.

We warmly invite you to drop-in for a day filled with conversations, arts reflections, lived experiences and academic insights.

Please come and share your views and help shape future thinking about the future of food.



Come and join us on Wednesday, 20th May 2026

Anytime between 1 pm and 7 pm

Together, we can explore how food connects environment, health and community.

- 🥕 Share your experiences & hopes about food
- 🌍 Discuss challenges around sustainability
- 🍎 Explore ideas for healthier food systems
- 🤝 Connect with OU university researchers
- 💡 Help shape future research and initiatives

📍 Location: Eaglestone Activity Centre, Harrier Court, Eaglestone, MK6 5BZ

☕ Cake and coffee: all day
Lunch: 1 - 2 pm
Dinner: 6 -7 pm

- All welcome – free to attend
- All collected data will be anonymised

For more information or to register interest with WCC: reception@woughtoncommunitycouncil.gov.uk or 01908 395681

Your contact at the OU: Dr Maria Nita, m.nita@open.ac.uk